

JOB DESCRIPTION

JOB TITLE: Instructional Assistant

Report Identification code: ediina

Job Purpose Statement: The job of " Instructional Assistant" is done for the purpose of assisting (under supervision) in the supervision and instruction of students; assisting students in the completion of their work assignments; communicating observations which may impact student development or general well being to appropriate school staff; and relieving school staff of routine clerical tasks.

Essential Job Functions:

- * **Assists** students and teachers for the purpose of completing assignments and implementing lesson plans.
- * **Communicates/confers** with staff and other appropriate individuals for the purpose of providing information and assisting in the evaluation of student progress and/or behavior and/or implementing of student objectives.
- * **Monitors** individual students, classrooms and/or other activities for the purpose of providing a safe and positive learning environment.
- * **Performs** record keeping and basic clerical functions for the purpose of supporting staff in maintaining attendance logs, appropriate reports and student files and providing classroom materials.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

- * **Experience Required:** Some job-related experience with children outside of the home
- * **Skills, Knowledge and/or Abilities Required:**

Skills to: perform basic clerical functions; perform basic arithmetic calculations; use English in written and verbal form to communicate effectively with students and staff; use correct grammar, punctuation and spelling; and operate standard office equipment.

Knowledge of: principles of child development; instructional processes; and rules and regulations of assigned school and/or classroom.

Abilities to: understand and carry out oral and written instructions; maintain confidentiality of student records; meet schedules and deadlines; interact with persons of different age groups and cultural/educational backgrounds; adhere to safe work practices; adjust to flexible assignments; perform a variety of tasks; read/interpret/apply rules, regulations and/or policies; work cooperatively with others; and rapidly learn methods and materials used in a variety of instructional situations.

Significant physical abilities include sitting for prolonged periods, reaching/handling, stooping; talking/hearing conversations and other sounds; near/far visual acuity/depth perception/visual accommodation.

- * **Education Required:** High school diploma or equivalent. Must meet at least one of the following criteria: completed two (2) years successful post high school education (32 semester credits in the core area) or pass the ETS Para-Professional Assessment.
- * **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance