

## Instructional Assistant

### Purpose Statement

The job of Instructional Assistant is done for the purpose of providing support to the educational process under the direction of certificated staff with specific responsibilities for working with individual and/or small groups of students; assisting teachers and students in providing specialized education in a designated subject area and providing clerical support to teacher/s and staff.

This job reports to Assigned Supervisor

### Essential Functions

- Adapts classroom activities, assignments and/or materials in a specialized area for the purpose of supporting and reinforcing classroom objectives.
- Assists students, individually or in small groups, with instruction and lesson assignments during the school day and after school for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with staff for the purpose of providing and/or receiving information.
- Develops the schedule for instruction in coordination with staff for the purpose of ensuring students receive needed support.
- Maintains classroom equipment, work area, files and records for the purpose of ensuring availability of items, providing written reference, providing a safe learning environment, and/or meeting established requirements.
- Monitors individual and/or groups of students in the classroom and/or lab setting for the purpose of providing a safe and positive learning environment.
- Orders supplies and maintains an inventory of materials and equipment appropriate to the specialized area for the purpose of ensuring availability of materials for instruction.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and relating to students in group situations with a variety of age levels.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with constant interruptions; giving and receiving oral and written instructions; and working independently and responsibly with minimal supervision.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** Experience working with school aged children desirable.

**Education (Minimum):** High school diploma or equivalent. College level coursework or practical experience in designated area of instruction preferred.

**Required Testing**

NCLB Compliance/Skills Proficiency Test

**Certificates and Licenses**

None Required

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Salary Grade**

Range E

**Revised Date**