

NORTHBROOK SCHOOL DISTRICT 27
JOB DESCRIPTION

TITLE: **Instructional Assistant**

QUALIFICATIONS:

1. College degree, with or without Illinois teaching certification
2. Demonstrated aptitude for the work to be performed
3. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

REPORTS TO: **Building Principal and/or Assistant Principal**

JOB GOAL: To assist the teacher to achieve teaching objectives by working with individual students or small groups to help them achieve skill levels in accordance with their capabilities, and to help the teacher to provide a well organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

PROFESSIONALISM:

1. Upholds District policies and procedures;
2. Provides professional support to all staff members;
3. Maintains respectful, professional and ethical behavior with all persons in the work environment;
4. Grows professionally through goal-setting process;
5. Maintains a record of dependable attendance and punctuality;
6. Dresses in a manner commensurate with your professional responsibilities;
7. Maintains confidentiality of information.

PERFORMANCE RESPONSIBILITIES:

1. Functions first and foremost to improve student skills in identified areas.
2. Works with individuals and small groups of students to reinforce material initially introduced by the teacher.
3. Assists individual children in need of special attention, by such methods as follows: providing class notes, providing vocabulary and spelling assistance, providing organizational assistance, and providing assistance with focusing and staying on task.
4. Guides independent study, enrichment work, and remedial work as set up by the teachers in the different academic areas.
5. Assists with small or large group activities as directed.
6. Alerts the regular teacher and/or team to any problem or special information about an individual student.

7. Models and demonstrates appropriate classroom behaviors for the students, such as focusing on the teacher or person talking.
8. Monitors individual and small group testing as directed, serving as a reader and/or scribe when directed by the teacher.
9. Helps with documentation on IEP students as directed by the teacher.
10. Helps provide RtI assistance to identified students as directed by the teacher.
11. Serves as the main source of information and assistance to any substitute teacher assigned in the absence of the regular teacher.
12. Uses technology appropriate to the job tasks (such as tools and equipment, as well as the District Network Systems, as appropriate).
13. Participates in training programs designated by the principal, and participates in professional development activities on Professional Development Days.
14. Maintains the same level of ethical behavior and confidentiality of information about students as expected of teachers.
15. Acts as a liaison between regular education teachers and special education teachers for communicating the progress and academic needs of students.
16. Assists regular education teachers and special education teachers with preparation and implementation of modifications to materials and tests.
17. Performs any other instructional or supervisory assignment as may be assigned by the building principal, such as study hall supervision or lunch and recess supervision.
18. Performs minor clerical and material preparation tasks as directed by assigned teacher(s) as time permits, without compromising the main responsibilities of this position.
19. One-on-one instructional assistants may have extra duties related to their particular student, such as toileting and lunch assistance, as specified by their building principal. Their primary responsibilities pertain to their assigned student.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TERMS OF EMPLOYMENT:

Ten months; Salary and work year will be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the District's Supervision and Evaluation plan.

Approved by _____ Date _____

Reviewed and agreed to by _____ Date _____

Revised July 2022