

**Blount County Schools Job Description**  
**TITLE: Instructional Assistant/Elementary**

**QUALIFICATIONS:**

At least 48 college hours or higher or a passing score on the ParaPro Praxis; varied experience working with school-age children;

**REPORTS TO:**

Principal

**PRIMARY JOB GOAL:**

To provide direct instructional services to students based on school, group and individual student needs

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of child growth and development; ability to implement instructional plans; ability to communicate clearly and concisely; ability to follow oral and written directions; ability to communicate clearly and concisely, both orally and in writing; possess the necessary literacy and mathematical skills to fulfill the performance responsibilities of the job; possess strong organizational skills

**PERFORMANCE RESPONSIBILITIES:**

- Administer diagnostic assessments and Survey Level Assessments for teachers and RTI<sup>2</sup> team leaders as instructed
- Lead intervention groups for various subjects and grade levels
- Support RTI<sup>2</sup> progress monitoring intervention groups as needed in Tier 2-3
- Support RTI<sup>2</sup> instruction by leading small groups as needed in Tier 2-3
- Support teachers by assisting students and small groups in Tier 1 instruction
- Ensure all communication is clear, concise, legible, and accurate
- Report student misbehavior to appropriate staff
- Maintain a high level of ethical behavior and confidentiality of information regarding students
- Maintain safety and security for students through close monitoring, proximity, remaining alert and anticipating potentially unsafe situations
- Report safety concerns immediately to relevant staff
- Report to work on time and ready to work upon arrival
- Accept feedback on job performance
- Perform related duties and assume other responsibilities as may be assigned by the teacher, the Principal, or the Director of Schools/designee

**TERMS OF EMPLOYMENT:**

186 days per year; salary to be established by the Board of Education

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy of Evaluation of Classified Personnel.

I have read and understand the terms set forth in this job description.

Signature of Employee\_\_\_\_\_

Date\_\_\_\_\_