

CAROLINE COUNTY PUBLIC SCHOOLS

POSITION DESCRIPTION

Job Description: Instructional Assistant

JOB TITLE: Instructional Assistant	LOCATION: Madison Elementary School
IMMEDIATE SUPERVISOR: Building administration	WORK SCHEDULE: 10-M-184 Days- 7.583 hours PAY GRADE: 208 or 209 (Bachelor's)
SPECIAL REQUIREMENTS: None	FLSA STATUS: non-exempt
EDUCATION/EXPERIENCE: As set by state certification authorities and by the Caroline County School Board	

Job Goal:

To work with the teacher, principal, and colleagues in the implementation of the specified curriculum, student services, and other tasks that provide the support necessary to instruct children in activities designed to promote social and emotional, physical and intellectual growth needed by performing the specified responsibilities and duties under the direction of a licensed teacher

PRIMARY PERFORMANCERESPONSIBILITIES:

- Works with individuals, small groups and/or large groups under the teacher's directions.
- Supervises seatwork under the teacher(s) direction and supervision
- Supports teacher in maintaining classroom control that fosters learning
- Prepares instructional materials under the teacher's direction.
- Sets up materials for activities as outlined in lesson plans and time schedules as directed.
- Files reports and pertinent information in students' records.
- Provide clerical assistance—filing, maintaining records and ordering supplies and classroom materials.
- May be required to use Google documents or similar programs to produce learning materials.
- Assist teachers with classroom duties, including correcting work, recording grades, planning work and administering tests.
- Assist students with transitions including but not limited to unloading and loading the school bus and to and from classrooms
- Supervises students at lunch, recess, and in the absence of the teachers.
- Escort students when necessary.
- Perform other related duties as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 lbs. such as pushing children on equipment or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Hearing ability to monitor activity and presence of students and respond to communication with students and adults is required. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

TERMS OF EMPLOYMENT: Salary and work schedule as adopted annually.

EVALUATION Performance of this job will be evaluated annually with provisions of the Board's policy on Evaluation of Classified Personnel.

