

**CAROLINE COUNTY PUBLIC SCHOOLS**

**POSITION DESCRIPTION**

**Job Description: Instructional Assistant**

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

**Job Goal:**

To provide assistance to the teacher by supporting students

**PRIMARY PERFORMANCE RESPONSIBILITIES:**

- 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.

**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.



