



CARMEL CLAY SCHOOL POSITION DESCRIPTION

Position Title: Early Childhood Instructional Assistant **Name of School/Department:** Various

Supervisor: Assistant Principal and Classroom Teacher

Terms of Employment: 182 days, 6.5 hours per day

FLSA: non-exempt

Primary Purpose: Assist students and teachers with day-to-day classroom operations for children assigned to an Early Childhood class.

Essential Functions:

(All duties and responsibilities are to be under the direct supervision of a certified staff member.)

- Work with groups of students inside and/or outside the classroom in either small groups or one-on-one instruction
- Aid certified teachers with prep work, (i.e. run copies, laminate, grade papers, maintain bulletin boards, student records, and perform student assessments.)
- Monitor appropriate student behavior
- Assist teacher and provide supervision to students in various locations throughout the school day, (i.e. restroom breaks, hallway, field trips, cafeteria, and the playground.)
- Assist teacher with classroom management
- Communicate effectively with students, parents and other staff members
- Keep the classroom neat and orderly
- Aid in preparing the classroom for the close of school
- Responsible for the health, welfare, and safety of students

Other essential duties include:

- Assist students with toileting, potty training & diaper changing
- Lift and transfer orthopedically impaired students
- Assist with the feeding of students and related recordkeeping
- G-Tube feeding
- Meets hygiene needs of students, such as noses, hands, toys
- Provide hand over hand instruction
- Assist with bus needs – wheelchairs, equipment

Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Knowledge, Skills, and Experience:

- Must possess the minimum of a high school diploma
- Prior experience in a classroom setting preferred
- Ability to be a team player
- Strong verbal and written communication skills
- Strong organizational skills
- Demonstrates regular attendance and punctuality
- Knowledge of computer and work room equipment
- Must be respectful and adhere to strict confidentiality policies
- Maintain professionalism and a positive work ethic
- Ability to work with a diverse group of students and staff
- Ability to positively respond to constructive criticism
- Dress in attire appropriate for classroom setting
- Maintain a positive self-image within the community
- Understand and enforce school rules and regulations

Essential Physical and Mental Efforts:

- Ability to maintain professionalism in all situations
- Ability to maintain bulletin boards and displays
- Continuously required to sit and stand. Frequent bending, stooping, kneeling, crouching, lifting and finger dexterity
- Noise level can be moderate to loud
- Must be able to work on days that school is in session

Work Relationships:

Must be able to interact with all levels of school employees as well as parents and students
Strong interpersonal skills must be exhibited

Regular Work Hours/Travel Requirements:

Instructional Assistants primarily are required to work days that students attend school.
Occasional travel between school buildings may be needed for workshops and training.

The information contained in this job description is for compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.