



INSTRUCTIONAL SUPPORT SPECIALIST CLASSIFICATION DESCRIPTION

Job Classification Title:	Instructional Support Specialist	
Working Title(s):	N/A	
FLSA Status:	Non-Exempt	Pay Grade: B22
<i>This job classification description is intended to be generic in nature and not an exhaustive list of all duties and responsibilities. The specific tasks/duties may vary based on position assignment and as determined by the District.</i>		

JOB CLASSIFICATION SUMMARY

Responsible for providing classroom/instructional support directly to students.

DISTINGUISHING CHARACTERISTICS

This is a paraprofessional classification responsible for providing classroom/instructional support directly to students in an assigned area or for an assigned level, such as preschool, special education, technology, tutoring, and/or assist teachers with implementing activities for classrooms and/or small groups.

ESSENTIAL DUTIES

The following are intended to describe core work functions of this classification. While the level and broad nature of essential duties may not change, specific work tasks will vary over time depending on the District's needs.

** In-person attendance is an essential function of this classification.*

- Tutors students in assigned curricular areas before school, during lunch, and after school, focusing on specific concepts which are difficult or need reinforcement;
- Modifies classroom materials for individual student needs;
- Prepares lesson plans in assigned area of responsibility that address student modifications and accommodations;
- Documents services provided to students in compliance with applicable guidelines and/or programs;
- Participates in the development of student goals and objectives;
- Documents and monitors student progress and participates as a member of a multi-disciplinary team to review individual student needs;
- Participates in coordinating student testing and reassessments to determine current needs and/or progress and maintains related records and files;
- Maintains a variety of student records and information in assigned areas of responsibility;
- Facilitates in-services and instructs staff on educational techniques, integration, modifications, adaptations, and accommodations for classrooms and/or students for functional educational performance; and,
- Performs related work as assigned.



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KNOWLEDGE

- Basic first aid.
- Basic mathematical skills.
- Customer service principles.
- Computer operations.
- Classroom operations and activities.
- Instructional strategies.
- Assigned subject matter.
- Programs and procedures in assigned area of responsibility.
- Applicable Federal, State, and local laws, rules, regulations and standards.

SKILLS

- Monitoring and assisting children with activities.
- Using office equipment.
- Dealing patiently with children.
- Maintaining order, discipline, and interest of children.
- Performing routine mathematical calculations.
- Providing customer service.
- Utilizing a computer and related software applications.
- Interpreting and applying applicable laws, rules, and regulations.
- Preparing simple memos, letters, and/or other related written correspondence.
- Reading and interpreting routine information from schedules, memos, and/or other written documentation.
- Training employees on work methods and procedures.
- Tutoring students in applicable academic areas.
- Gathering and organizing data.
- Solving problems.
- Preparing lesson plans.
- Writing and creating written documents.
- Preparing and maintaining student records.
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction.

MINIMUM QUALIFICATIONS (for new hires at job entry)

Education and Experience:

Associate's degree or 60 credit hours of college or successful completion of the District-approved exam; or an equivalent combination of directly-related education and experience.

Required Certifications/Licenses:

- CPR/First Aid Certification.
- TB test.
- Arizona Fingerprint Clearance Card (FPCC).



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CLASS HISTORY INFORMATION

Created: 11/2021

Amendments:



INSTRUCTIONAL SUPPORT SPECIALIST PHYSICAL & ENVIRONMENTAL FACTORS

OVERALL PHYSICAL STRENGTH DEMANDS:

Physical Strength for this classification is indicated below with an "X"	
☒	Sedentary: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.
☐	Light: Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.
☐	Medium: Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.
☐	Heavy: Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.
☐	Very Heavy: Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more time	F Frequently 1/3 to 2/3 of time	O Occasionally Up to 1/3 time	R Rarely < 1 hour per week	N Never Never occurs
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

Physical Demand	Brief Description	C	F	O	R	N
Standing	Communicating with co-workers, observing work site, observing work duties	☐	☒	☐	☐	☐
Sitting	Desk work	☐	☐	☒	☐	☐
Walking	To other departments/offices/office equipment	☐	☒	☐	☐	☐
Lifting	Supplies, files	☐	☒	☐	☐	☐
Carrying	Supplies, files	☐	☐	☒	☐	☐
Pushing/Pulling	File draws, tables and chairs	☐	☐	☒	☐	☐
Reaching	For supplies, for files	☐	☒	☐	☐	☐
Handling	Paperwork	☐	☒	☐	☐	☐
Fine Dexterity	Computer keyboard, telephone pad, calculator, calibrating equipment	☐	☒	☐	☐	☐
Kneeling	Filing in lower drawers, retrieving items from lower shelves/ground	☐	☐	☒	☐	☐
Crouching	Filing in lower drawers, retrieving items from lower shelves/ground	☐	☐	☒	☐	☐
Crawling	Under equipment	☐	☐	☐	☐	☒
Bending	Filing in lower drawers, retrieving items from lower shelves/ground	☐	☐	☐	☒	☐
Twisting	From computer to telephone, getting inside vehicles	☐	☒	☐	☐	☐
Climbing	Stairs, step stool	☐	☐	☐	☒	☐
Balancing	On step stool	☐	☐	☐	☒	☐
Vision	Reading, computer screen, driving	☒	☐	☐	☐	☐
Hearing	Communicating with co-workers and public and on telephone, listening to equipment	☒	☐	☐	☐	☐
Talking	Communicating with co-workers and public and on telephone	☒	☐	☐	☐	☐
Foot Controls	Driving	☐	☐	☐	☐	☒
Other (Specify)		☐	☐	☐	☐	☐



INSTRUCTIONAL SUPPORT SPECIALIST PHYSICAL & ENVIRONMENTAL FACTORS

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE:

Basic office tools and equipment.

ENVIRONMENTAL FACTORS:

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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Health & Safety Factors	D	W	M	S	N	Health & Safety Factors	D	W	M	S	N
Mechanical Hazards	☐	☐	☐	☒	☐	Respiratory Hazards	☐	☐	☐	☒	☐
Chemical Hazards	☐	☐	☐	☒	☐	Extreme Temperatures	☐	☐	☐	☒	☐
Electrical Hazards	☐	☐	☐	☒	☐	Noise and Vibration	☐	☐	☐	☒	☐
Fire Hazards	☐	☐	☐	☒	☐	Wetness/Humidity	☐	☐	☐	☒	☐
Explosives	☐	☐	☐	☒	☐	Physical Hazards	☐	☐	☐	☒	☐
Communicable Diseases	☒	☐	☐	☐	☐						
Physical Danger or Abuse	☐	☐	☐	☒	☐						
Other (Specify Below)	☐	☐	☐	☐	☐						

PROTECTIVE EQUIPMENT REQUIRED:

None.

NON-PHYSICAL DEMANDS:

C Continuously 2/3 or more time	F Frequently 1/3 to 2/3 of time	O Occasionally Up to 1/3 time	R Rarely < 1 hour per week	N Never Never occurs
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Description of Non-Physical Demands	C	F	O	R	N
Time Pressure	☐	☐	☒	☐	☐
Emergency Situation	☐	☐	☒	☐	☐
Frequent Change of Tasks	☐	☒	☐	☐	☐
Irregular Work Schedule/Overtime	☐	☐	☐	☐	☒
Performing Multiple Tasks Simultaneously	☐	☐	☒	☐	☐
Working Closely with Others as Part of a Team	☒	☐	☐	☐	☐
Tedious or Exacting Work	☐	☐	☒	☐	☐
Noisy/Distracting Environment	☐	☐	☒	☐	☐
Other (Specify Below)	☐	☐	☐	☐	☐



INSTRUCTIONAL SUPPORT SPECIALIST PHYSICAL & ENVIRONMENTAL FACTORS

PRIMARY WORK LOCATION

☐	Office Environment
☐	Warehouse
☐	Shop
☐	Recreation/Neighborhood Center
☐	Vehicle
☐	Outdoors
☒	Other (Specify Below)
	Classroom environment



INSTRUCTIONAL SUPPORT SPECIALIST ACKNOWLEDGEMENT

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and find it to be an accurate representation of the demands of the classification.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the classification change.