



## Job Description Instructional Assistant

**Title:** Instructional Assistant

**Department:** Building based

**Reports to:** Pupil Service Administrator

**Supervisory Responsibilities:** none

**Terms of Employment:** Full-time, permanent

**FLSA Status:** Non-exempt

### **DISTRICT 181 EXPECTATIONS**

All District 181 employees are expected to:

- Support all aspects of a student's development (social/emotional, academic, physical, artistic expression) through caring and respectful relationships
- Take collective responsibility for providing equitable opportunities and supporting a learning environment for students
- Maintain positive relationships with students, parents/guardians, and staff

### **GENERAL RESPONSIBILITIES:**

Under daily direction of a certified staff member and general supervision of the school principal or designee, performs paraprofessional instructional activities and supportive tasks in support of students in a regular or special education classroom.

### **ESSENTIAL FUNCTIONS:**

- Prepares classroom materials in accordance with needs of children as directed by the certified staff member.
- Encourages, supports, and assists students in their development of independence and self-help skills.
- Works with individuals, small groups, or large groups of students as assigned by the certified staff member.
- Collects data on student performance and progress as directed by the certified staff member while maintaining complete and accurate student records.
- Observes and monitors students' emotional and behavioral needs by following individual student plans.
- Communicates professionally with certified staff members to discuss specific student or individual needs while maintaining confidentiality.
- Provides classroom management support and takes appropriate action in instances of special medical needs.
- Monitors students during assigned periods within a variety of school environments for the purpose of maintaining a safe and positive learning environment.
- Exhibits a respectful, positive attitude to staff, students, and parents.
- Provides information to the certified staff member, as requested, to enhance student learning.
- Assists in skills practice and reinforcement activities previously introduced by the teacher, either individually or in small groups.
- Performs clerical duties, including preparing and operating technology equipment, photocopying, laminating, scribing, and other computer related skills.

- Maintains a clean and orderly environment.
- Participates in school and district staff development programs and scheduled meetings as requested or specified in the employment agreement.
- Monitors children on the playground, during lunchtime, and before and after school as assigned.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to communicate clearly and professionally both verbally and in writing.
- Basic computing and technology familiarity required.
- Concern for general welfare of children, ability to accept and support all children, and maintain confidentiality.
- Ability to maintain positive working relationships with teachers, parents, students, and administrators.
- Patience, flexibility, dependability, interest, punctuality, and ability to follow directions.

**EDUCATION, CREDENTIALING and/or EXPERIENCE:**

**Credentials:** [Valid Illinois ParaProfessional License](#)

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public.

*This job description is intended to describe the general nature and level of the work being performed by employees assigned to this position and is not an exhaustive list of all duties and responsibilities. The school district reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

*Hinsdale CCSD 181 is an Equal Opportunity Employer. It is the policy and practice of District 181 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 181 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sex, sexual orientation, gender identity, veteran or disability status.*