

INSTRUCTIONAL ASSISTANT

Purpose Statement

The job of Instructional Assistant was established for the purpose/s of providing support to the instructional program with specific responsibility for collaborating with classroom teachers to work with small groups of students; assisting the teachers with identified students in need of intervention or enrichment and maintaining related records.

This job reports to Administrator/Supervisor.

Essential Functions

- Assists individual or small groups of students with reading and math programs for the purpose of building background knowledge, practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Collaborates with classroom teachers regarding student progress for the purpose of developing a successful learning environment and identifying appropriate tools and resources.
- Conducts assessments under the supervision of classroom teachers for the purpose of evaluating students' needs for support services.
- Maintains manual and electronic files and records (e.g. running records, observation logs, assessment reports, etc.) for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.
- Organize and ready instructional materials for use in small groups (e.g. books, manipulatives, etc.) for the purpose of ensuring the availability of materials for presenting and/or reinforcing concepts.
- Reports student-specific progress and observations for the purpose of assisting the teachers in implementing instructional plans.
- Implements classroom management strategies established by the classroom teacher. .
- Supports classroom teacher and other school personnel for the purpose of assisting them in the achieving student success in reading and math.

Other Functions

- Attends meetings and in-service presentations for the purpose of acquiring and/or communicating information relative to job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform

NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203

JOB DESCRIPTION

the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instruction

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; and maintaining confidentiality.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating as directed by supervisor; and operating within a defined budget.

Utilization of some resources from other work units is often required to perform the job's functions.

There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency College credit hours to meet qualifications under NCLB Act

Required Testing

None Specified

Certificates

None Specified

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

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