

# Elementary School District 159

## Job Description

---

---

**TITLE:** Instructional Assistant for the Applied Technology Lab (Colin Powell)  
**DEPARTMENT:** Teaching and Learning **EFFECTIVE DATE:** August 2016

---

### **POSITION SUMMARY**

---

The individual will assist in the planning and implementation of activities and related instruction designed to assist students under the direction of the certified teacher. The individual will assist with the configuration of Applied Technology Lab as well as support assigned activities across the curriculum in the area of STEM education in an effort to remediate and/or accelerate learning for identified students within both individual and small group settings.

---

### **ORGANIZATIONAL RELATIONSHIPS**

---

**Reports to:** Building Principal, Assistant Superintendent

**Supervises:** Students

---

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

---

1. Supports teacher in the district approved curriculum to meet the individual needs of student
  2. Assists with the implementation of lesson plans and instruction under the supervision of certified staff
  3. Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere
  4. Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports
  5. Is available to student and parents for education-related purposes outside the instructional day
  6. Provides individualized and small group instruction to adapt the curriculum to the needs of the student under the direction of the certified teacher
  7. Creates an environment for learning and social development in accordance with the needs of the student populations he/she is charged with
  8. Work collaboratively within the special and regular education team at the building and district level.
  9. Ability to perform duties with awareness of all district requirements and Board of Education policies
  10. Maintain open line of communication between parents/teachers/district
  11. Other instructional duties as needed
- 

### **KNOWLEDGE, SKILLS AND ABILITIES**

---

The qualifications listed below are representative of the knowledge, skill and/or ability that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to establish and maintain effective relationships with students, peers and parents
  - Skills in oral and written communication
  - Proficient in technology (MS Office)
- 

### **EDUCATION AND EXPERIENCE**

---

Valid ISBE Paraprofessional Certification  
Work experience with students

---

---

## **WORK ENVIRONMENT AND CONDITIONS**

---

Work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to stand and talk or hear and sometimes walk and sit.
- The employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR equipment.
- The employee is directly responsible for the safety, well-being or work output of other people.
- Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus.
- The position requires the individual to meet multiple demands from several people and interact with the public and other staff.
- Noise level is moderate to loud.
- Duties are performed indoors and occasionally outdoors.

---

## **SALARY AND BENEFITS**

---

Salary and benefits will be consistent with the current Support Staff Association Contractual Agreement that is posted on the district's website at [www.dist159.com](http://www.dist159.com).