



CLASSIFICATION DESCRIPTION

TITLE: Instructional Assistant

<u>Title of Immediate Supervisor:</u> School Principal/Teacher	<u>Department:</u> Elementary School	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u> Educational Assistants, Addendum A, Wages

General Summary or Purpose Of Job:

Assists teachers and other licensed staff with the educational and social activities, as well as the academic support of school age children. Assists in creating an appropriate educational environment for children. Works with individual students or small groups of students to accomplish educational goals and lessons.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Assists in implementing age-appropriate educational programs for children by assessing their needs, educational progress including reading and mathematics progress, interacting, playing, and role modeling. Assists the teacher in planning activities, setting up the classroom for different activities, preparing bulletin boards and other displays, organizing educational materials, maintaining and organizing a safe classroom, working with all students, and the observation of all children, including monitoring student behavior. Assists the substitute teacher, as necessary.	Daily 40%
2.	Assists students in performing daily tasks, works with individual or small groups of students in carrying out teacher-prepared lesson plans and activities. Communicates with the teacher and others concerning instruction activities and students' progress, problems or difficulties.	Daily 30%
3.	Accomplishes school goals by assisting teachers with all classroom activities, including health, special needs, educational, multicultural, and so forth. Effectively mainstreams special needs children. Implements all federal, State, and local regulations and performance standards.	Daily 10%
4.	Performs other miscellaneous duties such as records absences, reasons for absence, reporting on children's health conditions, copying and filing papers. Participates in staff, team, or site committee meetings, as appropriate.	Daily 10%



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5.	Reminds students of class expectations, instructions, directions, assignment details, and answers routine questions. Supports students to accomplish student learning goals.	Daily 5%
6.	Provides supervision, observation and control of student behaviors. Records and reports problems.	Daily 5%
7.	Performs other duties of a comparable level or type.	As required.

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Requires a minimum of a high school diploma or GED certificate
- At least three months experience working with school-age children
- 60 semester college credits or 90 quarter college credits or a passing score on the Parapro Assessment test.

Certification or Licensing Requirements_(prior to job entry):

None required upon entry.

Knowledge Requirements:

Requires knowledge of:

- Knowledge of and skilled in activities related to academic education and support including assisting with instructional lessons.
- Child development.
- General understanding of elementary and middle school educational programs.
- Understanding of age-appropriate activities.
- CPR and first aid.
- Public health rules regarding maintaining sanitary and safe conditions in a classroom or similar educational setting.
- Understanding of cultural diversity.
- Basic mathematics and English, and some familiarity with educational materials, curriculum, and instructional techniques.

Skill Requirements:

Skilled in:

- Verbal and listening communications, especially with students and teachers.
- Good interpersonal relations, organizational and decision-making skills.
- Basic artistic and creative areas, as related to children's activities.
- Maintaining a safe and organized classroom.
- Assessing the needs of each student.



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- Assisting with the mainstreaming of special needs children.
- Interacting in a positive manner with children, and skilled in appropriate intervention procedures.
- Using laminating and copying machines.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms			√	
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
Lift & Carry: Up to 10 lbs.				√
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

Work is performed under classroom or school conditions and there are generally minimal environmental risks or disagreeable conditions associated with the work. However, on occasion there may be some exposure to bus fumes or chlorine bleach. Occasionally, work is performed near moving mechanical parts, or in high or precarious places.

The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

There is frequent physical interaction with children, such as running with them, picking them up, and sitting on the floor with them.



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<u>Vision Requirements:</u> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting. Updated 5/14/18 by Human Resources. Updated 11/01/18.