



FERN RIDGE SCHOOL DISTRICT 28J

JOB DESCRIPTION

Job Title: Instructional Assistant
Reports To: District Administration/Managers
Status: Classified – Non-Exempt

JOB SUMMARY

The primary function is supervision and working with students in the school setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy (ies) and procedures.
2. Works directly with students with a variety of needs.
3. Assists in implementing planned activities using teacher designated methods and materials for individuals and small groups for the purpose of instructional support.
4. Assists and implements behavior supports plans using appropriate strategies and techniques as specified in the student's behavior support plan, including positive reinforcement.
5. Assists the teacher in the set-up and maintenance of the classroom, materials and supplies.
6. Supervises a variety of student activities including playground, assemblies, cafeteria, bus loading, field trips and other areas where students gather.
7. Assists the teacher in communicating with parents regarding student's progress and or behavior as requested by the teacher.
8. Assists students with managing behaviors, de-escalation and resolving conflicts.
9. Follows prescribed daily schedule as outlined by the teacher.
10. Assists the teacher in grading papers, recording behavior data, and record keeping.
11. Administers medication within the scope of District policy (ies), state and federal law if assigned.
12. Reports safety, sanitary and fire hazards immediately to supervisor.
13. Maintains appropriate certifications and training hours as required.
14. Complies with applicable District, state, local and federal laws, rules and regulations.
15. Maintains positive interactions with students, parents, and staff.
16. Interacts thoughtfully and courteously with students, staff and community.
17. Attends work regularly and is punctual.

BUILDING/DISTRICT WIDE RESPONSIBILITIES

1. Actively participates in organized activities, staff meetings, staff development and school improvement activities.
2. Support K-12 programs, students and staff.
3. Completes paperwork in a timely, accurate manner
4. Reports issues to authorities as necessary.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or equivalent credit base or pass exam, i.e., WorkKeys or ESD Paraprofessional Testing; at least one year related experience and/or training or equivalent combination of education and experience; must be highly qualified under the reauthorized ESEA; prior successful experience working in a school setting or with children strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with children.
- **Language Skills:** Ability to communicate fluently in English both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to read and interpret documents such as safety rules, IEPs, lesson plans, data, memos, e-mails, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute and apply rate, ratio and percent to practical situations. Ability to draw and interpret a variety of graphs.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with

problems involving several concrete variables in standardized situations.

- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software, word processing software and computer programs used by the District. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in a dynamic environment and appropriately react to a wide spectrum of behaviors of students.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Ability to obtain and maintain a valid First Aid Card. In rare instances where an instructional assistant is required to hold a first aid card (due to their assigned duties) the district will provide time and fund the training. MANDT trained as soon as possible after hire.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds and perform other physical manipulations. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines a standard office setting including office equipment (fax, copier, phone, computer, etc.) with the standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bodily fluids and/or bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms of conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Employee Signature

Date

Print Name

9/2019