

Franklin Township Community School Corporation



Job Description

JOB TITLE: Instructional Assistant ENL- Tier I

NWS POSITION #:

REPORTS TO: Building Principal

SUPERVISES: Non-Applicable

EMPLOYMENT AND FLSA STATUS: Classified/Non-Exempt/Hourly

JOB GOAL

To assist the teachers achieve teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

PERFORMANCE RESPONSIBILITIES:

- Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
- Assists the teacher in devising special strategies for reinforcing material or skills based their perceived understanding of individual students, their needs, and abilities.
- Helps students master equipment or instructional materials assigned by the teacher.
- Guides independent study, enrichment work and remedial work set up and assigned by the teacher.
- Assists with such large group activities as drill work, reading aloud and storytelling.
- Reads to students, listens to students read and participates in other forms or oral communication with students.
- Assists students in the media center.
- Alerts teacher to any problem or special information about an individual student.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
- Participates in in-service training programs, as assigned.
- Assists with the supervision of student during emergency drills, assemblies, play periods and field trips.
- Assists with lunch duty.
- Checks receipt of homework, collects and records collection of money.
- Keeps bulletin board and other classroom learning displays up-to-date

QUALIFICATIONS:

- 60 college credit hours or demonstrated competency by successful completion of the ParaPro Test
- ***The link for information on the Para Pro Exam is <https://www.ets.org/parapro/>*** We have monthly testing dates for the Para Pro exam at Central Office in FTCSC.
- Qualified criminal history check
- Strong desire to work with students
- Effective human relations skills

- Proficiency in a second language preferred.

PHYSICAL REQUIREMENTS:

- 1. Seldom = Less than 25 % 2. Occasional = 26 to 50 %
- 3. Often = 51 to 75 % 4. Very Frequent = 76 % & above

- Ability to stand for extended periods of time. (1)
- Ability to lift 25 lbs. (1)
- Ability to carry 25 lbs.(1)
- Ability to work at a desk, conference table or in meetings of various configurations. (4)
- Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter. (4)
- Ability to hear and understand speech at normal levels. (4)
- Ability to communicate so others will be able to clearly understand a normal conversation. (4)
- Ability to operate office equipment. (4)
- Ability to reach in all directions. (4)

REASONABLE ACCOMMODATION:

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

TERMS OF EMPLOYMENT:

180 days per year

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluations of Professional Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____