

Instructional Assistant

Purpose Statement

The job of Instructional Assistant is done for the purpose/s of working with individual and/or small groups of students under the supervision of a certificated teacher in the supervision and instruction of students; and providing clerical support to teacher/s and staff.

Essential Functions

- Assists students, individually or in small groups, with lesson assignments (e.g. Reading stories, listening to students reading, facilitating activities, motor perception programs, colors, number charts, etc.) For the purpose of presenting and/or reinforcing learning concepts and reaching their academic goals and potential.
- Implements instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Maintains classroom equipment, work area, student's files/records (e.g. copying instructional materials) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors individual and/or groups of students in a variety of settings (e.g. Classroom, playground, cafeteria, library, etc.) For the purpose of providing a safe and positive learning environment.
- Performs general record keeping and clerical functions (may be in a workroom setting) for the purpose of supporting the teacher and/or in providing necessary records/materials.
- Promotes good habits for the purpose of improving the quality of student's outcome and encouraging student development.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.

Job Requirements

Mental Requirements

Learning Development- Level B Sufficient to read and write technical information and instructions, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development is equivalent to completion of a high school curriculum.

Problem Solving - Level 1 Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

Physical Requirements

Physical Skill - Level A Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Physical Effort - Level 1 Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

Social Requirements

Human Relations Skill- Level A Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

Scope of Contacts - Level 1 The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

Work Environment

Performance Environment - Level A Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

Physical Working Conditions - Level 1 Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. little or no exposure to safety or health hazards.

Accountability

Level of Accountability -Level A Responsibility for carrying out detailed work orders, for performing under direct and frequent supervision, and for learning job related information and techniques.

Organizational Impact - Level 1 Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

Experience, Education, and Certifications

Experience: Job related experience is desired.

Education: High School diploma or equivalent.

Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

Compensation Details

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 101

Work Calendar: Support 9 Month