

Hillsborough Township School District

JOB DESCRIPTION

Title: Instructional Assistant

- Qualifications:**
1. Substitute teacher certificate required.
 2. Experience working with children
 3. Experience working with persons with disabilities preferred

Primary Function: To work with individual or small groups of pupils with disabilities to assist the teacher in assuring that the goals and objectives of the pupils' EIPs are met. The primary task of the instructional assistant is to work directly with pupils.

Report Level: Building Principal/Director of Special Services

Major Duties and Responsibilities:

1. Assist the students to whom assigned in such physical tasks as putting on and taking off outerwear, moving from room to room, and using the lavatory.
2. Perform simple errands and tasks for student such as sharpening pencils, carrying lunch trays and the like.
3. Establish as fully as possible a supportive and sympathetic relationship with the student without fostering or encouraging intense emotional involvement.
4. Serve as a resource person, if and when requested, to the Child Study Team conferring about one of the students to whom assigned.
5. Assist young or disabled students getting on and off the bus.
6. Assist the teacher(s) in implementing behavior management systems or collecting behavioral data.
7. Guide children in working and playing harmoniously with other children.
8. Alert the teacher to special needs of individual children.
9. Provide escort and assistance to children as necessary including other classrooms, the cafeteria, locker room, arrival/departure area, halls, restrooms, etc.
10. Help maintain individual records for each child.
11. Foster good eating habits and table manners in children.
12. Assist teacher in maintaining neat work and study areas.
13. Assist with the supervision of children during regular play periods.

