

Isle of Wight County School District

Position Specification

Title: Instructional Assistant II - Kindergarten

Division: Instruction

FLSA: Non-exempt

General Statement of Job

Responsible for providing instructional or other direct services to students working under the supervision of a certified teacher; does related work as required.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists the teacher with instructional activities; assists students to reinforce material already presented through special efforts and repetitions; prepares and maintains files and reports;
Assists classroom teacher(s) in performing specific duties as assigned or undertaking specialized tasks; assists in providing individual and small-group instruction in order to adapt the curriculum to the needs of students' intellectual abilities;
Assists in establishing and maintaining standards of students' behavior;
Prepares instructional materials; reads to students;
Assists the classroom teacher in creating an environment that is conducive to learning and appropriate to the maturity and interests of the students;
Helps plan daily and long-range lessons and classroom activities;
Conducts learning exercises with small groups of students or with individual students;
Alerts the teacher to special needs of individual students;
Provides escort and assistance to children as necessary;
Checks students work for compliance with teacher's instructions;
Assists students with reading, spelling and handwriting skills;

Helps maintain individual records for each student;
Collects and displays suitable material for educational displays; prepares displays; decorates classroom; takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
Assists in implementing all policies and rules governing student life and conduct;
Helps maintain order in the classroom; monitors students to keep them on tasks;
Performs a variety of office assistance tasks such as photocopying, filing, answering the telephone, etc., as required; and,
Performs related work as required.

Education and/or Experience

Associates Degree, completion of 60 or more college credit hours, or has passed the state Paraprofessional Assessment (PRAXIS).

Certificates, Licenses, Permits: None.

Knowledge, Skills & Abilities

Knowledge of the practices, methods and techniques used in classroom teaching.

Skill in the use of classroom and instructional equipment, effectively communicating and interacting with other employees and the public.

Ability to maintain confidential files and information and to compile reports; deal effectively with students and teachers; operate standard office, work and data processing equipment; establish and maintain working relationships with faculty, parents, students and associates.

Performance Factors:

Interaction with Others: Ability to communicate clearly and to develop and maintain positive interpersonal skills. Ability to be flexible to meet changing requirements. Ability to demonstrate sensitivity among diverse populations.

Concentration: Ability to maintain workflow in a variety of environments and situations. Ability to manage multiple tasks.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are given relative to a project that may be in process. Ability to maintain composure in challenging situations.

Independent Judgment: After receiving an assignment is able to complete work tasks without constant and precise direction.

Organizational Skills: Ability to establish priorities; manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate decisions.

Attention to Detail: Ability to recognize errors that detract from the accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing. Ability to demonstrate professionalism while interacting with others and to maintain positive working relationships.

Attendance and Dependability: Ability to be depended on for punctuality and faithful attendance. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.



JOB TITLE: Instructional Assistant II - Kindergarten

DEPARTMENT: Instruction

ESSENTIAL ELEMENTS – JOB FUNCTIONS ASSESSMENT

Physical Requirements:

- ☒ Stamina
- ☒ Seeing-General
- ☒ Close Vision
- ☒ Color Perception
- ☒ Hearing/Listening
- ☐ Clear Speech-Simple
- ☒ Clear Speech-Complex
- ☒ Touching
 - ☒ Dexterity
 - ☒ Hand
 - ☒ Finger
- ☐ Smelling
 - ☐ Smoke
 - ☐ Food
 - ☐ Cleanliness
- ☐ Tasting
- ☒ Walking
- ☒ Lifting
- ☒ Pushing
- ☒ Pulling
- ☒ Typing
- ☒ Climbing Flights
- ☒ Carrying
- ☒ Kneeling
- ☒ Stooping
- ☒ Bending
- ☒ Sitting
- ☒ Flexibility
 - ☒ Upper Body
 - ☒ Lower Body
- ☒ Running Distance

- ☒ Standing
- ☐ Driving

Stress Factors:

- ☒ Repetition
- ☒ High Pressure
- ☐ Hazards
- ☒ Fatigue
- ☐ Boredom

Work Environment:

- ☒ Works Alone
- ☒ Works with Others
- ☒ Works around Others
- ☒ Verbal Contact with Others
- ☒ Face-to-Face Contact
- ☐ Shift Work
- ☒ Inside
- ☒ Outside
- ☐ Confined Areas
- ☐ Extreme Heat/Cold
- ☐ Temperature Change
- ☐ Wet and/or Humid
- ☐ Noise
- ☐ Vibration
- ☐ Mechanical Equipment
- ☐ Electrical Equipment
- ☐ Pressurized Equipment
- ☐ Burning Materials
- ☐ Moving Objects
- ☐ High Places

- ☐ Fumes/Odors
- ☐ Dirt/Dust
- ☐ Gases

Mental Requirements:

- ☐ Reading-Simple
- ☒ Reading-Complex
- ☐ Writing-Simple
- ☒ Writing-Complex
- ☐ Clerical
- ☒ Memorization
- ☒ Analyzing
- ☒ Perception
- ☒ Judgment
- ☒ Decision-Making

Equipment:

- ☒ Computer
- ☒ Keyboard
- ☒ Telephone
- ☐ Calculator
- ☐ Fire Alarm
- ☐ Switchboard Console
- ☐ Television Monitor
- ☐ Kitchen Appliances
- ☐ Vacuum Cleaner
- ☐ Maintenance Tools

Other:

- ☐ Laundry Equipment

I acknowledge receipt of this document.

Signature _____

Date _____