KIRKWOOD SCHOOL DISTRICT

Classroom Assistant

Department:	Schools	**Reports to:**	Building Administrator or Designee
Work schedule:	10 months	**Compensation:**	Support Staff Salary Schedule
Full/Part time:	Varies	**FLSA Status:**	Non-exempt

Position Description

Improve student learning by providing small group or individual academic instruction to reinforce or expand classroom lessons. Assist teachers providing clerical support, administering benchmarking tests, and ensuring needs are being met in the classroom. Provide student supervision and behavior intervention throughout the school to ensure a safe and conducive learning environment for the Kirkwood School District.

Task Title	Essential Job Functions	Percent of Time Spent
Instruction	• Provide small group or individual instruction to reinforce, reteach, and expand classroom lessons for the purpose of providing increased learning opportunities. • Assist Classroom Teacher with classroom management, lessons, and behavior concerns. • Clarify instructions for activities and assignments for students as needed. • Provide accommodations for students who need to work a setting that reduces distractions • Provide push in classroom support, small group instruction, or individual academic instruction to reinforce, extend, or enrich classroom lessons.	50%
Student Supervision & Support	• Supervise students to ensure their safety and that the students behave in an appropriate and orderly manner during school hours on and around school property. • Assist Classroom Teacher with classroom management and behavior concerns. • Teach and reteach expectations and procedures to create a safe environment. • Supervise students while teachers are out of the classroom (e.g. in an IEP or parent meeting). • Help keep students engaged and on task. • Provide motor breaks for students as needed and requested by teachers.	30%
Clerical Duties	• Assist with clerical duties which may include laminating, creating bulletin boards, filing, binding, copying and entering data into the computer or grade book.	10%

Task Title	Essential Job Functions	Percent of Time Spent
	• Prepare and copy student schedules, reports, memos, lists, daily bulletins, report cards, and related items. • Compile, sort, and distribute copies within established time constraint. • Help the teacher organize material for students.	
Test Administration	• Administer student assessments in accordance with district policy while providing a consistent atmosphere to ensure reliable data is captured. • Coordinate with administration and teaching staff to minimize instructional time lost for students.	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority
- **Decision-making Authority:** Decisions impact individual work/job tasks

Qualifications

Required

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
    - High School Diploma, or equivalent, and 60 college credit hours or a passing score on the ParaPro assement or the 20-hour subsitute training program
    - Two years of college (at least 60 college credit hours)/associate degree and 1 year of related work experience.
    - Bachelor's degree in education, special education, or a related field.

Preferred

- College coursework related to early childhood, education, or special education
- CPR certification and first aid training

Knowledge & Skills

Knowledge

- **Basic:**
    - Administrative: Administrative and office procedures, functions and basic office tasks,
    - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
    - Computers/IT: Electronic equipment, and computer hardware and software, including Microsoft Office applications.
    - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
    - Safety/Security: Equipment, policies, and procedures for the protection of people, data,

property and the organization.
    - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Intermediate:**
    - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
    - Customer and personal service: Principles and processes for providing customer and personal services.
- **Advanced:** N/A
- **Expert:** N/A

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Speaking, Active listening, Learning strategies, Monitoring, Service orientation, Social perceptiveness,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Reading comprehension, Writing, Active learning, Critical thinking, Time management, Instructing, Negotiation, Coordination
- **Occasionally (Up to 2.5 hours or 32% of the day):** Mathematics, Science, Persuasion, Judgment and decision making
- **Rarely (Less than 1 hour or 12% of the day):** Complex problem solving, Systems evaluation, Management of material resources

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Standing, Walking, Color Vision
- **Occasionally (Up to 2.5 hours or 32% of the day):** Crouching/Kneeling, Sitting, Finger Dexterity, Reaching, Multi-limb coordination,
- **Rarely: (Less than 1 hour or 12% of the day):** Balancing, Carrying/Lifting, Climbing, Pulling/Pushing, Repetitive motion

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with

office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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