



INSTRUCTIONAL ASSISTANT

POSITION DESCRIPTION:

Position is eligible for membership in the Service Employees International Union No 925.

SUMMARY:

Assists teaching staff by completing instructional tasks and maintaining an orderly classroom to provide a positive learning environment. May be assigned to classroom, lunchroom, library, before or after school academic programs, or office. At elementary level, assignment includes crossing guard and playground duties. May assist in instruction of individual students, small groups, or an entire classroom.

ESSENTIAL JOB FUNCTIONS:

- Performs record keeping and basic clerical tasks to maintain student files and provide classroom materials.
- Implements instruction under direction of classroom teacher.
- Assists classroom teacher in preparing instructional materials.
- Assists student(s) working on assignments and projects with organizational skills, restating directions or explaining concepts.
- Reads and corrects student work.
- Assists with organizational strategies for students to maintain student learning objectives.
- Circulates around room to keep student on task.
- Reads books out loud to students.
- Creates simple materials such as flashcards and games.
- Dialogues with teaching staff in person and via computer regarding student progress.
- Maintains strict confidentiality of student information.
- Proctors exams at junior and senior high under supervision.
- May set up labs and assist with lesson preparation.
- Supports safe school environment by maintaining order in classroom, monitoring student conduct, and addressing behavior issues.
- Assists other personnel as may be requested.
- Follows LWSD policies, procedures and protocols.
- Effectively manages simulated or actual emergency crisis (fire alarm, medical emergency, lockdown, etc.) in building.

SKILLS AND ABILITIES:

- Ability to speak fluent English.
- Basic knowledge of computers and email.
- Good written and oral communication skills.
- Ability to communicate essential information to parents, students and colleagues.
- Good interpersonal skills, with flexibility to work with others as a team player and with a diverse population.
- Basic math skills.
- Ability to read and follow instructions and solve practical problems.
- Ability to follow prescribed guidelines for equipment use and operation.
- Expected to regularly upgrade skills to meet changing job conditions

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Must hold an Associate degree (AA) or higher OR have completed two years of study equivalent to 72 college quarter credit hours, OR have passed an Educational Testing Service ParaPro Assessment documenting a score of 455 or higher, OR have passed the Pearson Paraprofessional Assessment with a score of 220 or higher. Official documentation will be required upon hire

- Must pass criminal background check

PHYSICAL REQUIREMENTS:

In terms of an 8-hour day, "Occasionally" = 1-33%; "Frequently" = 34-66%; "Continuously" = 67-100%
Occasionally: sit/stand, carry up to 10 lbs., push/pull, twist, bend, squat/crouch, perform repetitive arm/hand motion including fingering/pinching/gripping/keyboarding; Occasionally/Frequently: stoop, climb stairs, walk on uneven ground, reach above shoulder height; Frequently/Continuously: lift up to 10 lbs., handle/grasp.
Generally, the job requires 60-70% walking; 20-30% sitting; and 10-20% standing.

APPLICATION PROCEDURE: External and Internal Applicants: Submit an on-line Classified Application @ <https://www.applitrack.com/lakewashington/onlineapp/> and apply to this posting.

FINALISTS WILL BE CONTACTED FOR AN INTERVIEW

Please review LWSO Human Resources Employment Policies: <https://www.lwsd.org/employment/hr-employment-policies>, which includes our non-discrimination policy.

We are not able to sponsor employment at this time