



Job Title: Instructional Assistant
Position Code: Classified
Job Classification: Exempt

Supervisor: Assigned Administrator
Pay Grade: 7D/8A
Contract: 190 Days

Position Overview

Under the direction of a certified teacher, the Instructional Assistant supervises and instructs individual and/or small groups of students in any assigned location throughout the school by implementing and modeling appropriate behaviors and necessary skills to perform assignments/tasks, following individualized educational and/or behavioral plans, and monitoring the overall well-being of students to promote optimal academic, physical, social, and emotional growth.

Essential Job Functions

- Implements, under the supervision of an assigned teacher, instructional programs and lesson plans (e.g., reading, math, language comprehension, writing, computer, etc.) to students in a variety of individual and group settings for the purpose of presenting and/or reinforcing learning concepts, implementing goals for remediation of student deficiencies, and ensuring students' success.
- Develops short-term and long-term goals that support the philosophy and policies of the Superintendent
- Administers tests, homework assignments, make-up work, etc., for the purpose of supporting teachers in the classroom.
- Effectively presents information in one-on-one and group situations to students, with frequent interruptions.
- Adapts classroom activities, assignments, and/or materials under the direction of the classroom teacher for the purpose of supporting and reinforcing classroom objectives.
- Communicates and collaborates with teachers and other school or district personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Maintains classroom equipment and work area for the purpose of ensuring the availability of a safe learning environment and/or meeting mandated requirements.
- Monitors and/or assists individuals and/or groups of students in a variety of settings (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, assemblies, field trips, etc.) for the purpose of maintaining a safe and positive learning environment.
- Adheres to students' daily schedules and behavior plans (e.g., class schedule, toileting, medication, appetite, etc.) for the purpose of maintaining a safe and positive learning environment.
- Loads/unloads wheelchair-bound students on the bus and/or waits with students for transportation.
- Participates in physical activities which are part of the students' basic program.
- Assists students in the restroom as necessary and may have to attend to diapering needs.
- Documents students' daily activities (e.g., behavior, completed assignments, on/off task times, etc.) for the purpose of collecting data to complete daily logs, students' hourly



activities, or any other pertinent information in relation to IEP goals, behavior intervention plans, and any other associated objectives.

- Assists with compiling and gathering needed information that the certified teacher will communicate. All communication with the parents will be facilitated and directed by the teacher. If the parent communicates directly with the assistant or classroom helper, this communication must be immediately relayed to the teacher.
- Implements, under the supervision of the assigned teacher, behavioral plans designed by the IEP team for students with behavior disorders or other special conditions for the purpose of presenting and/or reinforcing learning concepts.
- Models appropriate conversation, manners, clean-up activities, listening, and everyday interactions for the purpose of demonstrating desired social behavior in a culturally sensitive manner.
- Responds to emergency situations (e.g., injured students, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Attends and participates in all meetings, training programs, and in-service sessions as assigned by the teacher or building/district administrator for the purpose of acquiring and/or conveying information relative to job functions.
- Interacts positively and works with community members, parents, other staff members, and all students, including emotionally, physically, and/or mentally impaired students.
- Provides nonverbal cues throughout the school day to utilize coping strategies when needed.
- Assists in instruction, modeling, guided practice, and coaching in identifying and labeling feelings and expressing those feelings in appropriate ways using “I” statements.
- Assists across the school unit as directed by the principal.
- Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and/or school.

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Proficient computer skills using Microsoft Office and/or Google classroom
- Knowledge of school procedures and policies
- Knowledge of the techniques and procedures used in working with Special Education students
- Ability to apply common sense and problem-solving skills to carry out instructions
- Ability to plan and/or implement instructional activities
- Ability to remain flexible with changing work priorities
- Ability to perform some lifting, carrying, pushing, and/or pulling
- Ability to maintain composure under stressful situations
- Ability to exhibit compassion and keep a fair and courteous firm hand
- Ability to maintain confidentiality



Education and Experience:

- High School diploma or GED required
- Title 1 - Highly Qualified Instructional Assistant requirements:
 - At least two years of study (60 semester hours) at an accredited institution or higher education; **or**
 - Associates degree or higher; **or**
 - An approved state or local academic assessment that measures the paraprofessional's knowledge of and ability to assist in instruction at the appropriate level. Paraprofessionals may meet the assessment requirement by passing the ParaPro Assessment.

Working Conditions:

- Dexterity of hands and fingers to operate standard office equipment to type letters, reports and other materials; bending, hearing to answer telephone; speaking to exchange information, and sitting and operating a keyboard to enter data into a computer for extended periods of time
- Requires light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a recurring basis and lifting up to 10 pounds
- Physical demands may include lifting students
- Minimum to moderate stress level

Environmental Conditions:

- Indoor office and school environment
- Temperature - normal climate

Americans with Disabilities Act Compliance:

The Lancaster County School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender, ethnicity, national origin, place of birth, age, ancestry, disability, pregnancy and childbirth, familial or marital status, gender identity or expression, sexual orientation or any other basis prohibited by law.

ADA: The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.