



INSTRUCTIONAL ASSISTANT, QUEST

Rev. June 2022

Job No.: P223

Reports to: Assistant Principal

Dept./Campus: Assigned Elementary Campus

FLSA Status: Non-exempt

Pay Grade: PP2

Term: 184 Days

PRIMARY PURPOSE:

To assist in the instruction and implementation of a program designed to meet the needs of gifted students in grades kindergarten through fifth.

MAJOR RESPONSIBILITIES AND DUTIES

- Follow directions from QUEST teacher and work with elementary age students.
- Uphold and enforce school rules, administrative regulations, and state and local board policy.
- Assist in preparing instructional materials and classroom displays.
- Work with individual students or small groups to complete instructional tasks assigned by the teacher.
- Assist in monitoring testing situations.
- Assist in supervising students throughout the school day both inside and outside the building.
- Inform teacher of any special needs or problems of individual students.
- Assist in maintaining a supportive, caring and challenging learning environment.
- Assist in communicating with parents, faculty and other groups.
- Assist in keeping administrative records and preparing required reports.
- Supervise classroom when teacher is attending scheduled meetings.
- Supervise students getting to and from the QUEST classes.
- Assist students with hands-on projects, library research, computer processing programs and classroom activities.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- At least 48 semester hours (or equivalent trimester hours) of college work, or an Associate degree or higher, or a Highly Qualified Certificate issued by ACC, Region 13, or an equivalent institution.
- TEA issued Educational Aide Certificate – obtainable after hire (\$32 fee requirement).
- Some experience working with children preferred.

Knowledge/Skills/Abilities:

- Ability to communicate effectively; manage multiple priorities and projects; use computer and application software; and work well with students, staff, and parents.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Ability to understand, remember and apply oral and/or written instructions or other information.
- May be exposed to outdoor weather conditions during portions of work day.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- May be exposed to outdoor weather conditions during portions of work day.
- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasional requires lifting up to 25 pounds.
- Work with frequent interruptions.
- May be exposed to outdoor weather conditions during portions of work day.
- Maintain composure and professionalism at all times.