



# MARION COUNTY SCHOOL DISTRICT

## **Title: Instructional Assistant**

### **Qualifications:**

1. Minimum of one of the following:
  - a) Associate's Degree
  - b) 60 Hours of college credit
  - c) High School Diploma and Passing score on Parapro test or Work Keys
2. Demonstrated aptitude for the work to be performed by successfully completing a trial period as a substitute in the available position or similar position
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**Reports To:** Classroom teacher and/or Administrator

**Job Goal:** To provide a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program available resource materials

### **Performance Responsibilities:**

1. Under supervision of teacher/administrator, effectively plans and prepares for classroom activities
2. Works with small groups of students to reinforce materials as directed by teacher/administrator
3. Assists students in need of special attention as directed by teacher/administrator
4. Assists with clerical work as directed by teacher/administrator
5. Assists the teacher/administrator in maintaining a positive classroom climate through affirmative management techniques and by demonstrating enthusiasm for learning
6. Assists teacher/administrator with care and use of AV equipment, to include computers
7. Assists teacher/administrator with non-instructional duties as is grade-level appropriate
8. Assists with instructional tasks as directed by the teacher/administrator
9. Respects confidentiality of students, school and district information
10. Assists small groups of students in the media center as directed by the teacher/administrator

11. Participates in staff development activities, such as in-service workshops, conferences, etc.
12. Is punctual and regular in attendance
13. Displays loyal support for the school and district
14. Other duties as assigned by building administrator

**Terms of Employment:** 190 days or more per year

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Paraprofessional Personnel

Salary Range: