



MARION COUNTY SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Instructional Assistant

Reports To: Principal

Terms of Employment: 190 Days

Status: Full-time/Non-Exempt

Job Summary

The Instructional Assistant provides instructional, classroom, and student support under the direction and supervision of a certified teacher or school administrator. The position assists with classroom activities, reinforces instruction, supports individual and small-group learning, and helps maintain a safe, organized, and positive learning environment.

The Instructional Assistant works collaboratively with teachers and other school personnel to support student engagement, academic progress, and the effective operation of the instructional program.

Essential Functions

1. Assist the classroom teacher with preparing, organizing, and implementing instructional activities and classroom materials.
2. Provide individual and small-group instructional support to reinforce skills and concepts introduced by the classroom teacher.
3. Assist students who require additional academic, behavioral, or organizational support as directed by the teacher or administrator.
4. Support the implementation of instructional strategies, classroom routines, and learning activities established by the classroom teacher.
5. Assist with maintaining a positive, safe, orderly, and supportive classroom environment through appropriate student supervision and behavior management techniques.
6. Supervise students during classroom activities, transitions, and other assigned school activities to promote student safety and appropriate behavior.
7. Assist with preparing instructional materials, maintaining classroom records, organizing supplies, and completing clerical tasks related to classroom operations.
8. Assist students with the appropriate use of instructional technology, computers, audiovisual equipment, and other learning resources.
9. Provide instructional assistance to students in the media center or other designated learning environments as directed by the teacher or administrator.
10. Assist with classroom assessments, student assignments, and instructional activities as directed by the classroom teacher.
11. Observe and communicate student academic, behavioral, and social concerns to the classroom teacher or appropriate school personnel.
12. Support students in developing appropriate classroom behaviors, independence, organizational skills, and positive learning habits.
13. Collaborate with teachers and other school personnel to support student learning and classroom instructional needs.

14. Participate in required professional development, staff meetings, training sessions, and other activities related to assigned responsibilities.
15. Maintain professional and appropriate interactions with students, parents/guardians, employees, and other members of the school community.
16. Maintain confidentiality of student, employee, and district information in accordance with FERPA, applicable federal and state law, Board policy, and district procedures.
17. Maintain regular and reliable attendance and punctuality. Regular and reliable attendance is an essential function of this position.

Other Duties

Perform other duties and responsibilities as assigned by the Principal

Job Specifications

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on the evaluation of paraprofessional personnel.

Minimum Qualifications

Must meet at least one of the following educational requirements:

- Associate degree from an accredited college or university.
- Completion of at least 60 semester hours of college credit.
- High school diploma or GED and a passing score on an approved paraprofessional assessment, such as ParaPro or an applicable WorkKeys assessment, consistent with current requirements.

Additional qualifications include:

- Demonstrated aptitude and ability to perform assigned instructional support responsibilities.
- Ability to work effectively with children and adolescents in an educational setting.
- Ability to understand and follow oral and written instructions.
- Ability to reinforce instructional activities under the direction of a certified teacher.
- Strong interpersonal, organizational, and communication skills.
- Ability to maintain appropriate student behavior and provide effective student supervision.
- Ability to operate computers, instructional technology, and standard classroom equipment.
- Ability to maintain confidentiality of student and district information.
- Ability to work collaboratively with teachers, administrators, and other school personnel.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable, consistent with applicable requirements.

Preferred Qualifications

- Previous experience working with children or adolescents in a school or educational setting.
- Experience providing individual or small-group instructional assistance.
- Knowledge of classroom management strategies and positive behavior supports.
- Experience using instructional technology and educational software.
- Previous experience as a substitute teacher, instructional assistant, or paraprofessional.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this position. The employee must be able to:

- Sit, stand, walk, bend, stoop, kneel, reach, and move throughout classrooms and other school facilities.
- Stand or walk for extended periods while assisting and supervising students.
- Occasionally lift and carry classroom supplies, instructional materials, and equipment weighing up to 25 pounds.
- Use hands and fingers to operate computers, instructional equipment, and other classroom materials.
- Move between classrooms, hallways, playgrounds, cafeterias, and other assigned school locations.
- Read instructional materials, student assignments, computer screens, and other printed information with or without vision aids.
- Hear and understand student and employee communication in classrooms and other school environments with or without assistive devices.
- Communicate effectively with students, teachers, administrators, and other school personnel.
- Respond promptly to student safety concerns and emergency situations.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work is performed primarily in classrooms and other school environments, including media centers, hallways, cafeterias, playgrounds, and common areas. The position requires frequent interaction with students, teachers, administrators, and other school personnel.

The employee may encounter varying noise levels, student behavioral concerns, interruptions, and other conditions associated with a school environment. Occasional outdoor supervision or participation in school activities may be required.

Salary: In accordance with the District's approved salary schedule.

The statements contained in this job description are intended to describe the general nature and level of work performed by an employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. Employees may be required to perform other job-related duties as assigned. Marion County School District reserves the right to revise this job description at any time.