

JOB TITLE: Instructional Assistant
Instructional Assistant/Personal Care Assistant

DATE: March 2008; Updated 2020

REPORTS TO: Building Principal

APPROVED BY: Superintendent

SALARY RANGE: Support Staff Ranges IV/V

ASSIGNMENT: Up to 182 days per year/7 hours per day

JOB SUMMARY: Provides instructional assistance to teachers and/or students in the assigned setting. Requires working with children and performing various clerical duties. Instructional assistants assigned as Personal Care Aides have primary responsibility to the assigned student. Instructional Assistants assigned to the Kindergarten Academy will be responsible for assisting students with shuttle bus transportation to and from the home school, as well as providing assistance to students in the cafeteria during lunchtime.

ESSENTIAL FUNCTIONS

1. Types and duplicates instructional materials such as tests, worksheets, instructional games, and other material. Prepares materials for lessons and projects.
2. Assists students with instructional organization skills, i.e. preparing for the school day, note-taking, maintaining materials and ensuring that homework assignments are recorded.
3. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher. Assists with adapting instructional materials for specific students.
4. Reads to students, listens to students read, and participates in other skill building communications exercises.
5. Provides assistance to students in case of illness or injury when school nurse or health room aide is not available.
6. Assists in the preparation of the classroom and with bulletin board displays both inside and outside the classroom.
7. Assists teachers in checking notebooks, correcting papers, supervising testing and make-up work as assigned by the teacher.
8. Assists teachers in reporting attendance, preparing excuse cards, maintaining classroom schedules and organizing and maintaining student files and records.
9. Works closely with the teacher in monitoring and maintaining established standards of individual student behavior.
10. Assists the teacher in dealing with individual student's academic and social problems as they relate to the instructional program.
11. May be required to assist teachers with lunch, milk and cafeteria reports. May be required to assist teachers with parent communications through telephone calls and letters.
12. Assists students and teachers with audio-visual materials. Provides assistance to students on computers.
13. May be required to lift students, assist students with toileting, and accompany students on field trips.
14. Instructional Assistants assigned to the Kindergarten Academy will assist students with shuttle bus transportation to and from the home school.
15. Instructional Assistants assigned to the Kindergarten Academy will assist students in the cafeteria during lunchtime.
16. Attends in-service programs as directed by the building principal.
17. Performs other job-related duties as directed by teacher or principal.

QUALIFICATIONS: High School graduate with general typing ability and computer skills. Experience working with children in an instructional setting preferred. Strong interpersonal skills required. Chapter 14 requires that all special education instructional assistants and personal care assistants must meet one of the following qualifications: (1) have completed at least two years of postsecondary study, (2) possess an associates degree or higher, OR (3) meet a rigorous standard of quality as documented through a state or local assessment.

PHYSICAL REQUIREMENTS: Balancing, stooping, twisting, crouching in repetitive motions along with reaching with extended hands and arms in repetitive motion. Walking at moderate pace, able to lift 50 pounds to a vertical height of 30 inches. Required to use hands and fingers to pick, pinch, seize, hold and grasp and to feel. Able to communicate verbally and to have no more than a 40-decibel hearing loss. Vision clarity requirements are far, near, and mid-range (less than 20 inches and over 20 feet) along with depth perception, visual quality, ability to identify colors and field of vision. Work is internal office-type environment, some levels of noise, with ability to exert 50 pounds of force.