



MUNDELEIN HIGH SCHOOL

JOB DESCRIPTION

TITLE: INSTRUCTIONAL ASSISTANT

QUALIFICATIONS:

- State Paraprofessional Certified
- 30 hours of post high school education or Associates Degree
- Experience or related prior employment preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Department Chairperson

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

1. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assists the teacher in devising special accommodations for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
4. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
5. Assists with the supervision of students during emergency drills, assemblies and field trips.
6. Supports throughout classroom lessons, reading, writing, assessments and assignments.
7. Assists students in the Media Center.
8. Checks notebooks, corrects papers and supervises testing and make-up work as assigned by the teacher or as determined in the Individual Education Plan.
9. Alerts the teacher to any problem or special information about an individual student.
10. Serves as the chief source of information and help to any substitute assigned in the absence of the teacher.
11. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
12. Participates in in-service training programs, as assigned.
13. Documents time provided to students for instructional support.

PHYSICAL REQUIREMENTS:

The individual must be able to stand or sit for long periods of time, be mobile to move from one place to another, stoop, bend and able to lift up to 30 pounds

TECHNICAL SKILLS:

The individual must be proficient in computer usage, word-processing, spreadsheets, presentation and other school-based software

TRAVEL REQUIREMENTS:

The individual will need to provide own transportation to district and professional meetings as required.

ADDITIONAL DUTIES:

Performs other related tasks and/or duties as assigned by the administration

TERMS OF EMPLOYMENT:

School year position. Salary to be established in accordance with the procedures established by the Superintendent.

FLSA STATUS:

Non-Exempt

PERFORMANCE EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Services Personnel.