

## **Instructional Assistant – Exceptional Achievers**

### **Job Description**

**Reports to:** Assigned Teacher

**Location:** Multiple Locations Available

**Evaluated by:** Assigned Teacher

**Evaluation period:** Annual

### **Purpose**

The primary function of an Instructional Assistant educator is to generally assist teachers in the classroom, supervise students outside of the classroom, or provide administrative support for teaching. Job duties range from supporting students in the classroom to supplementing regular classroom curriculum with additional enrichment activities for students. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Responsibilities and Duties:**

- Assist in the educational and social development of students under the direction and guidance of the facilitator and teachers.
- Assist in the implementation of Individual Education Plans for the students and monitor their progress.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as speech therapist, social worker, occupational and physical therapists.
- Assist classroom teachers with maintaining student records including data collection methods.
- Support students with emotional or behavior concerns and assist them in developing appropriate social skills.
- Assist in the preparation and display of student work.
- Assist classroom teachers with copying items to support teaching.
- Be capable of physically assisting students with special needs as required in some possible assignments (positioning, lifting, transferring, restraining, etc.)
- Have demonstrated ability to work effectively under the direction of others
- Have demonstrated ability to work cooperatively with others
- Have willingness to assume any responsibilities appropriate for the position
- Support the Mission Statement of the district.
- Behave and speak in a professional manner at all times.
- Set a good example in terms of dress, punctuality, and attendance.
- Attend staff and team meetings.
- Be proactive in matters relating to health and safety.
- All other duties as assigned.

### **Education and/or Experience:**

- High School Diploma.
- Two Years of College Credits or Pass the Para-Pro Assessment
- Indiana Sub Permit or Teaching License

**Terms of Employment:**

180 days

Hourly wage: Starting at \$15.00

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

\* The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual holding this position may perform additional duties and additional duties may be assigned.