

Instructional Assistant

Job Description

Reports to: Building Principal

Location: Elementary School

Evaluated by: Building Principal

Evaluation period: Annual

Qualifications:

Must hold a State of Indiana Substitute Teacher Permit or Indiana Teacher Permit

Minimum 60 college credit hours or Para Pro license

Purpose of Position:

Duties as an instructional assistant are to support academic instruction and/or perform supervisory duties as assigned by the building principal.

Responsibilities and Duties

- Individual or small group instruction including planning and preparation
- Clerical, classroom, and/or instructional duties as assigned by the principal or acting supervisor
- Supervise Recess
- Supervision of students
- Ethical behavior and confidentiality of information

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills:

Ability to read and interpret documents. Ability to speak effectively with staff and students.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities:

Demonstrates a willingness to assist and work cooperatively with colleagues. Proficient in the use of office technology. Display tact and courtesy when dealing with students, parents, staff and others in the performance of this position.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.

Terms of Employment:

180 days.

Wage rate: Starting at \$15.00