

Instructional Assistant - Media

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 by assisting with the technology integration. The position also performs 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
- To assist in the operation of the library; to provide ongoing assistance to students and teacher; and to perform a variety of tasks relative to assigned area of responsibility.
- Introduce elementary school students to various computer experiences for the purpose of increasing knowledge, skills and abilities in operation and use of computer hardware and software.
- Maintain computer hardware, software, and text materials and ensures proper security; coordinates schedules of students in conjunction with teachers.
- May be assigned monitoring duties: i.e. hallways, playground and cafeteria.
- Deployment, inventory and light repair of laptops.
- Assist teachers when they bring their students to the library.
- Assist in the science lab as needed.
- Supervise Recess as needed
- Supervision of students
- Duties as assigned by the principal

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.
- Displays tact and courtesy when dealing with students, parents, staff and others in the performance of this position.
- Operations of computer hardware and software and peripherals and of an instructional computer lab
- Principles of computer maintenance and preventative maintenance
- Basic record keeping techniques

Terms of Employment:

186 days.

Wage rate: Starting at \$15.00

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