

Nyssa School District Job Description

Job Title: Instructional Assistant
Reports To: Teacher(s)
FLSA Status: Non-Exempt

JOB SUMMARY

This position assists teaching staff in a classroom setting by performing instructional tasks in small groups and one-on-one settings and provides supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Assists teachers with some clerical duties including filing, grading papers, typing and/or data entry, duplicating materials and operating general office machinery including photocopy machines, computers and fax machines.
3. Assists teachers with routine classroom tasks and with large or small group activities.
4. Assists and tutors students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
5. Monitors the progress of individual students.
6. Assists with physical management of students including lifting, moving, positioning, feeding, and toileting or diapering under direction of teacher. May include assistance with catheter.
7. Models appropriate behavior in various social settings.
8. Presents subject matter to students, utilizing a variety of methods and techniques such as lecture, discussion and supervised role playing.
9. Tests and evaluates students' abilities and progress as directed by teacher.
10. Assists in administering instructional materials to students.
11. Oversees and supervises students during classroom activities in library, in hallways, on field trips, and at lunch and recess, ensuring safety and security at all times.
12. Communicates effectively with teachers, students and administrators.
13. Maintains accurate and complete records including attendance, daily activity logs, etc.
14. Assists in coordinating and scheduling IEP meetings with students, parents and staff.
15. Follows prescribed daily schedule as outlined by the teacher.
16. Assist with loading and unloading students from buses and district vehicles and transitioning students to and from classes and activities.
17. Assists students with managing behaviors and problem solving.

18. Assists the teacher in the set-up and maintenance of the classroom, materials and supplies.
19. Assists the teacher in scheduling appropriate meetings and completion of paperwork.
20. Assists the teacher, when directed, in communicating with parents/guardians regarding students.
21. Administers medications within the scope of District policy(ies) and state and federal law.
22. Evaluates student injuries, determines course of action, performs minor first aid in compliance with District policy(ies) and completes required paperwork in a timely fashion.
23. Participates effectively at regular team meetings with teacher and other support staff using appropriate social skills, problem solving and conflict resolution strategies.
24. Maintains safe environment for students at all times.
25. Reports safety, sanitary and fire hazard immediately to supervisor.
26. Appropriately maintains and secures confidential records and inquiries.
27. Professionally represents the school and the District in interactions with parents, community, staff and students.
28. Maintains appropriate certifications and training hours as required.
29. Complies with applicable District, state, local and federal laws, rules and regulations.
30. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Fills out communication log(s).
4. General cleaning including vacuuming and sanitizing equipment and other items as directed.
5. Inventories, orders and stocks supplies.
6. Reports issues to authorities as necessary, animal control, suspicious activity, etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school; or at least one year related experience and/or training; or equivalent combination of education and experience. Must be highly qualified under the reauthorized ESEA. Prior successful experience working in a school setting or with students with varying disabilities strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students who have a wide range of disabilities.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEP's, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **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 apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in a dynamic environment and appropriately react to a wide spectrum of behaviors of disabled students.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Ability to obtain a valid CPR/First Aid card, Oregon Food Handler card, Oregon Driver License, bloodborne pathogen training, blood spill training and physical restraint training.

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 talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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 work environment is a standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student activities and population. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bodily fluids and bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: January 2010

I have read and understand this job description.

Signature:

Date:
