

## **INSTRUCTIONAL ASSISTANT/EC**

### **GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of technical and clerical tasks in assisting a teacher. Employee may perform a wide range of tasks in order to support the efforts of the lead teacher, meet the needs of all students, and ensure the provision of quality instruction for all students. Employee provides one-on-one assistance with academics and behavioral problems and may lead small group activities. Employee assists lead teacher with general housekeeping and clerical duties. Reports to a Principal and/or lead teacher.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Assists teacher with executing instruction and evaluating its effectiveness.

Constantly monitors the safety and well-being of students; monitors student attitudes and encourages self-esteem; assists students with becoming increasingly independent.

Monitors student behavior and helps maintain discipline in the classroom; records time out and in- class suspension; assists with crisis prevention; restrains students as needed.

Assists students with learning; reinforces and clarifies instructions; conducts short sessions on improving study skills; provides one-on-one assistance as needed.

Maintains standardized records and documentation concerning the progress of students.

Performs general housekeeping duties in maintaining an orderly classroom; performs repair and maintenance tasks related to school equipment.

Performs various clerical duties as needed, maintains records of student progress; develops and files incident reports; grades student papers and scores tests; checks daily attendance; makes copies; develops classroom display and instructional materials; maintains and operates audiovisual equipment; orders supplies; maintains class files, etc.

Feeds students, when necessary; toilets students, if needed; and assists with any other tasks students are not able to perform for themselves.

#### **ADDITIONAL JOB FUNCTIONS**

- Participates in staff development workshops.
- Performs other related work as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma

#### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be able to use a variety of equipment and classroom tools such as computers, copiers, typewriters, calculators, pencils, scissors, equipment for children with special needs, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, instructional materials, etc., using prescribed format.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; and to utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- General knowledge of activities performed by lead teacher. General knowledge of daily routines of the classroom.
- General knowledge of student handbook rules.
- General knowledge of procedures to follow in the event of an emergency.
- General knowledge of the principles of organization and administration.
- Some knowledge of the curriculum for the grade.
- Ability to constantly monitor the safety and well-being of students, particularly when student is participating in an inclusive activity.
- Ability to motivate students.
- Ability to maintain a clean and orderly environment. Ability to perform general clerical duties.
- Ability to maintain basic files and records.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships as necessitated by work assignments

#### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.