

SEDALIA SCHOOL DISTRICT #200

Job Title: Instructional Asst Title I

Job Overview

- Instructional Asst. Salary Schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment in May
- Reports to Building Administrator and Federal Programs Administrator

Qualifications

- Substitute Certificate required
- Understanding of the role of Instructional Assistant and the public school's relationship to the community and the people served
- Competency in typing and clerical skills
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the District

Other Working Conditions

- Vacations, leave policies, and fringe benefits as stated in Board policies

Responsibilities and Duties

- Possess a thorough understanding of, and an ability to relate to, youth
- Initiate instruction and work independently with classroom teacher supervision
- Relieve teachers of routine clerical duties of the classroom
- Monitor workroom playground, lunchroom, etc. having a teacher readily available for referral
- Order, check or prepare specified materials or equipment for classroom use
- Handle interruptions dealing with routine school matters and planning arrangements for appointments, conferences and field trips
- Report learning or other difficulties encountered by students to teachers
- Assist with test administration
- Score objective tests according to procedures prescribed by the teacher
- Assist with first aide as needed
- Operate automated instructional equipment
- Prepare simple transparencies for overhead, charts and tables
- Attend regular and special meetings as required by the administration
- Attend team meetings and make contributions toward improvement to the group
- Attend district and state association meetings as required by administration
- Maintain communication and a working relationship with students, parents, staff members and others regarding computer assisted instruction programs
- Work cooperatively with the directors, district coordinators and administrators in the supervision and coordination of the respective programs
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Principal

DISCLAIMER

- This 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 this job. Other duties will be required to be performed as assigned by district administration.