



Tolleson Union High School District #214
Instructional Assistant I

Purpose

The purpose of an Instructional Assistant I is to assist in the supervision and instruction of general education or special education students under the supervision of a certificated teacher in a general education or English acquisition program classroom; assisting students in performing their academic studies; observing and documenting student progress; and providing clerical support to the teacher.

Qualifications

Required:

1. High school diploma or equivalent.
2. Fingerprint clearance through the Arizona Department of Public Safety.
3. Completed two years of college or an Associate degree (or higher) or passed the ParaPro Assessment test with a state qualifying score of 459 or better.
4. Successfully completed Algebra I.
5. Ability to maintain appropriate interpersonal relations with students, parents, and other staff of the district.
6. Ability to take and follow directions.
7. Must possess computer skills including Word, Excel, and Power Point.

Preferred:

1. Bilingual in English and Spanish.
2. Ability to acquire CPR, First Aide, and AED certification through an in-person training that is offered by an American Heart Association approved organization.

Essential Functions

1. Assists with learning activities within the classroom.
2. Assist with the testing of students.
3. Maintains student files and records.
4. Assists in inventory and accounting practices of classroom materials.
5. Assists the supervisor in completing any tasks as assigned in any general area.
6. Attends to students' personal needs as appropriate.
7. Operates computer lab.
8. Adapts classroom activities, assignments and/or materials as directed for the purpose of providing an opportunity for all special education students performing at different learning levels and/or with different functional limitations to participate in instructional programs.

9. Implements under direction, behavioral plans developed by IEP team for students with behavior disorders or other special conditions for the purpose of assisting students to modify behaviors that conflict with a positive academic and social environment.
10. Confers with teachers and parents if requested by teacher for the purpose of assisting in evaluating special education student progress in relation to established individual educational program.
11. Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
12. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling,

crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Reports to:	Campus Principal or Assistant Principal of Instruction/Registration
Terms of Employment:	Nine month, full-time
Evaluation:	This position is evaluated annually as outlined in Governing Board Policy.
FLSA Status:	Non-Exempt
Salary:	Support Staff Salary Schedule, Grade 7
Board Approval:	May 28, 2024 (Revised) October 1, 2024 (Pending)