

## Instructional Assistant I- Supplemental Academic Support

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### Qualifications and Essential Skills

1. High school diploma or equivalent
2. Job related experience is required.
3. 60 college credit hours or the ParaPro Assessment Test (qualifying score of 459 may substitute education)
4. CPR/First Aid Certificate preferred

**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: operating standard office equipment including using pertinent software applications; and 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: concepts of English language instruction; concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

**ABILITY** is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently 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 specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and operating equipment used in vocational settings.

### Essential Functions:

1. Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process
2. Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.
3. Assists students requiring support in addressing academic and nonacademic needs (e.g. personal care, etc.) for the purpose of allowing students to function in school environment.
4. Guides students in independent study (e.g. enrichment work, remedial work, etc.) for the purpose of ensuring student success
5. Implements, under the supervision of the teacher, instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study
6. Monitors individual students, classroom, library, etc. for the purpose of providing a safe and positive learning environment
7. Performs record keeping and clerical functions (e.g. scheduling, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials

8. Processes English language proficiency assessments (e.g. grading, documenting, filing, etc.) for the purpose of ensuring compliance with testing and/or documentation requirements.
9. Translates verbal and written communication(s) for the purpose of communicating test results to non-English speaking families and/or assisting students, teachers and parents in communicating

**Other Functions:**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Responsibility:**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing.

**Responsible to:** This employee is responsible to the principal or other supervisor as designated.

**Terms of Employment:** Nine-Month assignment. Eligible for standard benefits.

**Evaluation:** This position will be evaluated annually as outlined in Governing Board Policy.

**FLSA Status:** Non-Exempt

**Salary Range:** \$11.39 to \$12.69

**Hours Per Day:** 7