



Union County Public Schools
Job Description

POSITION TITLE: Instructional Assistant –Pre-K	CONTRACT LENGTH: 10 Months
DATE: 06/08/2023	DATE OF LAST REVISION: N/A
FLSA EXEMPTION STATUS: Non-Exempt	Pay Grade: 6, from \$2,600.00/month

JOB SUMMARY: Under general supervision, an instructional assistant will provide support and advancement of the execution of the classroom teachers plan in an early childhood environment that guides and supports developmentally appropriate practices, and encourages students with or without disabilities to develop and fulfill their potential in the domains of approaches to play and learning, emotional and social development, health and physical development, language development and communication, and cognitive development.

ESSENTIAL JOB FUNCTIONS

1.	Contribute to the classroom instructional plans by preparing and executing instructional activities in conjunction with the teacher.
2.	Assist in delivering high quality instruction within the classroom setting to include large and small groups, and individual supports.
3.	Provide supervision of students for the purpose of providing a safe and positive learning environment.
4.	Perform technical and clerical duties in both instructional and non-instructional capacities, e.g. bulletin boards, data collection, and preparing materials to support the overall achievement in the classroom.

DUTIES & RESPONSIBILITIES

1.	Assist students with self-care skills e.g. toileting, diapering, dressing, and feeding as needed.
2.	Participates in training and executes appropriate modifications and accommodations for students with Individual Education Programs (IEP). Examples include, but are not limited to, catheterization, tube feedings, diapering etc. if appropriate to specific classroom.
3.	Accurately maintain student/school records as required by state or federal laws, and Union County Board of Education policies, and/or school-based request, and adhere to confidentiality requirements of state and federal law.
4.	Manage student behavior in the classroom by establishing responsive relationships in a high-quality environment, as described by the Preschool Pyramid Model (PPM).
5.	Observe and collect data using the statewide data collection platform, Teaching Strategies Gold (TSG) on student performance, to deliver and modify instruction as needed.
6.	Visually monitor and maintain safety of students throughout the day in various environments e.g. Playgrounds, specialty areas, hallways, cafeteria etc.
7.	Effectively communicates necessary information, verbally and/or in writing, regularly to classroom teacher and colleagues regarding student progress and individual needs.
8.	Effectively collaborate with colleagues to support a high-quality environment through identifying shared roles and responsibilities in the classroom.
9.	Participate in meetings at the department, school, district, and/or parent/teacher conferences.
10.	Provide for his/her own professional growth through an ongoing program of workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning.

11. Other related duties as assigned.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualifications
<ul style="list-style-type: none"> EC and Title 1 Requirements - Highly Qualified (HQ) standards for Instructional Assistants <ul style="list-style-type: none"> Associate's degree or 48 hours of college credit or Work keys Occupational Profile Assessment for Teacher Assistants Paraprofessional Praxis test or Paraprofessional certification (another state) NCPK Requirements - Highly Qualified (HQ) standards for Instructional Assistants <ul style="list-style-type: none"> Hold a Child Development Associate (CDA) credential, or hold or be working toward an associate degree or higher in Birth thru Kindergarten, Child Development, Elementary Education, Psychology, Sociology, Early Childhood Education or an early childhood education related field. Instructional Assistants working toward the associate degree shall make progress by completing a minimum of 6 semester hours per year. 	<ul style="list-style-type: none"> Bachelor's degree in Early Childhood Education

KNOWLEDGE, SKILLS, AND ABILITIES

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or group

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations

PHYSICAL REQUIREMENTS

WORK ENVIRONMENT:

Strength: Sedentary/Medium - Exert force 10-25 lbs., frequently; and up to 10 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull, or move objects. Note: Individual may be required to assist in the lift of a student greater than 50 lbs.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use



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standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoors exposure to outside weather conditions Exposure to noise levels ranging from moderate to loud.

Hazards: Hazards: Uneven walking/working surfaces, communicable diseases, human bite, inhalation and/or exposure to chemicals (reference UCPS approved chemical list), lifting/carrying of materials/individuals, and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.