Union County Public Schools

Job Description

POSITION TITLE: Instructional Assistant	**TERM OF EMPLOYMENT:** 10 months
DATE: 12/31/22	**DATE OF LAST REVISION:** 12/16/16
FLSA EXEMPTION STATUS: NON EXEMPT	**PAY GRADE:** 6, $2,600/month

JOB SUMMARY: Under general supervision, an instructional assistant will provide support and advancement of the execution of the classroom teachers plan in an elementary or secondary learning environment that guides, and encourages students to develop and fulfill their academic goals by creating a classroom environment that is conducive to learning, and appropriate to the maturity and interest of students.

ESSENTIAL JOB FUNCTIONS	
1.	Contribute to the classroom instructional plans by preparing and executing instructional activities in conjunction with the teacher.
2.	Assist in the guidance of academic support with regard to student independent study, small group settings, and enrichment/remedial work.
3.	Perform clerical duties in both instructional and non-instructional capacities, e.g. bulletin boards, to support the overall achievement of the classroom.
4.	Provide supervision of students for the purpose of providing a safe and positive learning environment.

DUTIES & RESPONSIBILITIES	
1.	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.
2.	Manage student behavior in the classroom by establishing and enforcing rules and procedures and implementing Positive Behavior Intervention Strategies.
3.	Observe and address student performance in correcting work as it is being completed.
4.	Monitor students in the use of learning materials and equipment throughout the school building including but not limited to specials, e.g. media.
5.	Effectively communicates necessary information, verbally and/or in writing, regularly to students, colleagues, and/or classroom teacher regarding student progress and individual needs.

6.	Participate in meetings at the department, school, district, and/or parent/teacher conferences.
7.	Provide for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning.
8.	Other related duties as assigned.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualifications

• High School Diploma or equivalent
• Title 1, Exceptional Children and High Priority schools require highly qualified (HQ) status
  ○ Associate's degree or 48 hours of college credit or
  ○ Workkeys Occupational Profile Assessment for Teacher Assistants
	• Bachelor's degree in education or related field

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:

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.

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 ne acuity and occasional far acuity. Mobility to work in a typical office setting and use 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: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, 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.