

**JOB DESCRIPTION**  
**Salina Unified School District #305**

**INSTRUCTIONAL ASSISTANT II**

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**Purpose Statement:**

The job of Instructional Assistant II is done for the purpose/s of assisting with job/work experience opportunities for students who meet program criteria; maintaining liaisons with community leaders and organizations; recruiting presenters; providing information and/or direction to students; and promoting programs with staff and parents.

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**Essential Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Assists program coordinator in administering programs for school to work transition for the purpose of providing paid and unpaid work experience and training towards permanent job placement.
- Maintains a wide variety of records, schedules, files, rosters, etc. (e.g. parent permission slips; field trip calendars, bus requisitions, etc.) for the purpose of documenting and/or providing reliable information, providing efficient library collection/ computer lab controls.
- Monitors pre- and post- event/work program activities and student behavior for the purpose of developing student work and social skills.
- Organizes trips to job and/or training sites for the purpose of exposing students to the work environment and/or educational or training programs.
- Performs clerical functions and routine/ preventive maintenance of media (e.g. copying, collating, mailing, etc.) for the purpose of supporting students, employers, community members and/or administrator and ensuring the availability of equipment in safe operating condition.
- Prepares a variety of documents (e.g. reports, letters of recommendation, student evaluations, purchase orders, etc.) for the purpose of communicating information to staff, students and community, and complying with program requirements.
- Transports students to employer/meeting locations for the purpose of ensuring program success.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally 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 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: none specified

ABILITY is required to schedule a number of activities, meetings, and/or events; 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 and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant 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: maintaining confidentiality; communicating with persons of varied backgrounds; building effective relationships; and being attentive to detail.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; 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 a continual 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 15% sitting, 40% walking, and 45% standing. The job is performed under some hazardous conditions.

**Experience**            Job related experience is desired.

**Education**            High School diploma or equivalent.

**Required Testing**

Pre-employment Drug Screening

**Continuing Educ. / Training**

None Specified

**Certificates & Licenses**

Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Justice Background Investigation  
TB Screening

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**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified Range 5