



## **Instructional Assistant - Vocational Job Description**

**JOB TITLE:** Instructional Assistant (Vocational)

**FLSA CLASSIFICATION:** Non-exempt, hourly employee.

**WORK DAYS:** 181 days (those days when students are scheduled to attend school).

**STANDARD HOURS PER DAY:** 7 hours per day (not including a 30-minute unpaid duty-free meal break).

**WORK YEAR:** The Instructional Assistant is scheduled to work all days when students are scheduled to attend school, depending on which calendar the school follows.

**SALARY SCHEDULE & BENEFITS:** The Instructional Assistant is paid on the "Instructional Assistants" salary schedule, and is eligible for benefits on the "Support Staff" benefits schedule if the Instructional Assistant is regularly scheduled to work at least 30 hours per week for at least 120 days per school year.

**REPORTS TO:** The Instructional Assistant is supervised by one or more teachers. Instructional Assistants and teachers report to the chairperson of the Business Department and to the Director of Walker Career Center.

**SUPERVISES:** The Instructional Assistant does not directly supervise any other employee(s).

### **GENERAL SUMMARY OF DUTIES:**

Under direct supervision, the Instructional Assistant provides support in an educational environment, performing paraprofessional work in assisting teachers and students. The Instructional Assistant works with students individually or in small groups by providing basis instruction in vocational settings and in the appropriate use of equipment. The Instructional Assistant is responsible for leading and supervising a variety of developmentally-appropriate activities, as directed by the assigned teacher(s). Performs related work as directed.

### **ESSENTIAL FUNCTIONS:**

1. Monitors the activities and behavior of students during the absence of the classroom teacher(s) to ensure the physical and environmental safe keeping of the students, as well as adherence to appropriate conduct and disciplinary controls;
2. Assists the teacher(s) in the supervision of learning activities, circulating within the classroom and vocational settings providing assistance, learning support, and supervision to students;
3. Provides instruction to students as prescribed by the supervising teacher(s) and reinforces the skills introduced by the teacher(s);
4. Assists teachers in checking and objectively evaluating students' work; instructs students individually and in small groups reinforcing the skills based on instructional guidelines;
5. Assists the teacher(s) in the guidance and supervision of students during vocational learning;
6. Assists in managing students' behavior and maintaining classroom order; may be asked to provide input and assistance in the development of classroom activities and learning tools;
7. Cooperates if asked to assist in the preparation of lesson plans; cooperates if asked to provide input and assistance in the development of classroom activities and learning tools;
8. Assists the teacher(s) by noticing students' language and communication skills; monitors students' progress; makes the teacher(s) aware of students' deficiencies;
9. Prepares or assists in the preparation of instructional materials; performs support tasks such as photocopying materials, laminating items, typing correspondence; and filing paperwork and documentation;
10. Cooperates if asked to prepare drafts of reports and to tentatively complete forms, schedules and other data as directed;
11. Assists in the maintenance of accurate and complete records of a variety of student information that may require the use of a computer to enter student progress and other student data;

12. Cooperates if assigned monitoring duties, i.e., hallways, lunchroom, restrooms, and bus duty; ensures appropriate student conduct during these assignments;
13. Cooperates if assigned to provide assistance to the teacher(s) in various labs and to provide instruction/information to the students; may explain lesson plans and other information to the students for better understanding and comprehension;
14. Assists the teacher(s) by scheduling facilities for their use or use by students;
15. Responsible for keeping up to date on current technology, as job appropriate, being used by Warren.
16. Responsible for timely and accurate information they maintain as part of their job responsibilities.

**NON-ESSENTIAL FUNCTIONS:**

1. Performs related duties as directed.

**ENTRY-LEVEL REQUIREMENTS:**

1. **EDUCATION/TRAINING:** High school diploma or GED is required; an Associate's degree or higher; or at least sixty (60) semester hours from an accredited institution of higher education, is preferred. (Official transcripts are required to validate education.)
2. **EXPERIENCE:** Previous experience working in radio or video broadcasting is preferred; vocational training and/or work experience with high school students is preferred.
3. **CERTIFICATIONS &/OR LICENSES:** Able to meet the requirements of a paraprofessional as outlined in ESSA. Pass the required Expanded Criminal History Check and Expanded Child Protection Index Check. Must have at least an **associate's degree or two years of college or passed the ParaPro Assessment**. The Walker Career Center offers the ParaPro Assessment at no cost for all Warren Township prospective employees. Testing is offered Monday through Thursday at 9:00 a.m. and 5:30 p.m. To register for your free assessment, email [adulteducation@warren.k12.in.us](mailto:adulteducation@warren.k12.in.us) or call 317-532-3000.
4. **OTHER:** Ability to perform the essential functions, meet the performance aptitudes, and fulfill the physical/sensory/environmental requirements of the job (with or without reasonable accommodations) is required.

**PERFORMANCE APTITUDES:**

1. **Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
2. **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
3. **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of standard office equipment (including a computer).
4. **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference data and information.
5. **Functional Reasoning:** Requires ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.
6. **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

**PHYSICAL REQUIREMENTS:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of standing, walking, climbing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

**SENSORY REQUIREMENTS:** Most tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.

**ENVIRONMENTAL FACTORS:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

I have received a copy of the Support Staff Handbook and/or directions on how to access the information on the District Website.

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.

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