

# EC Instructional Assistant

## Wayne County Public Schools

### Job Description

**TITLE:** EC Instructional Assistant

**QUALIFICATIONS:** Two Year Degree or 48 hours of college coursework

**REPORTS TO:** Principal

**JOB GOAL:** To assist the teacher by monitoring and assisting students, in the classroom and/or at lunch and during other activities to ensure the provision of quality instruction in a safe environment.

#### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures, along with state and federal regulations pertaining to school issues.
2. Work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities.
4. Strive to maintain and improve professional competence. Participate in development and support of the broad school vision.
5. Monitor student behavior and help maintain discipline in the classroom; record time out and in-class suspensions; assist with crisis prevention; assist with de-escalation techniques with students as needed.
6. Constantly monitor the safety and well-being of students; monitor student attitudes and encourage self-esteem.
7. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips; monitor students during lunch, recess, specials, hygiene routines and snack time. Alert the teacher to any problem or special information about an individual student.
8. Perform various clerical duties as needed, maintain records of student progress; develop and file incident reports; grade student papers; check daily attendance; make copies; develop classroom displays and instructional material; maintain and operate audiovisual equipment; maintain class files.
9. Assist with such large group activities as drill work, reading aloud, and storytelling.
10. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of teachers.
11. Serve as the chief source of information and help to any substitute teacher assigned in absence of the regular teacher.
12. Perform related duties and responsibilities as requested by the teacher and/or principal.

**Terms of Employment:** Ten month employment/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** NC State Salary Schedule

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

#### Knowledge, Skills and Abilities:

- Ability to maintain confidentiality of student information.
- Ability to follow detailed written and oral instructions.
- Working knowledge of effective methods of dealing with children.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to communicate clearly and concisely, both orally and in writing
- Must be able to lift a minimum of 20 pounds