EC Instructional Assistant
Wayne County Public Schools
Job Description

TITLE: EC Instructional Assistant

QUALIFICATIONS:
Must meet the requirements for Highly Qualified Status by having one of the following qualifications:

1. Hold at least an Associate's Degree, or
2. Have 48 hours of transferable college coursework, or
3. Have completed the Pathways to Teacher Assistant I (48 hours) and the Teacher Assistant Training II (48 hours) for 96 contact hours

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:

- Follow all rules, policies and procedures, along with state and federal regulations pertaining to school issues.
- Work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
- Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities.
- Strive to maintain and improve professional competence. Participate in development and support of the broad school vision.
- 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.
- Constantly monitor the safety and well-being of students; monitor student attitudes and encourage self-esteem.
- 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.
- 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.
- Assist with such large group activities as drill work, reading aloud, and storytelling.
- Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of teachers.
- Serve as the chief source of information and help to any substitute teacher assigned in absence of the regular teacher.
- 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.
- General knowledge of activities performed by the lead teacher.
- General knowledge of daily routines of the classroom.
- General knowledge of student handbook rules.
- General knowledge of procedures to follow in the event of an emergency.
- Working knowledge of effective methods of dealing with children.
- Ability to impart information to the child's level of comprehension.
- Ability to record and store data accurately.

Physical Requirements:

- Must be physically able to operate a variety of equipment including computers, copiers, etc.
- Must be physically able to operate a motor vehicle.
- Must be able to lift 20-50 lbs. (frequently), carry, push, and pull or otherwise move objects, including the human body.
- Light Work usually requires walking or standing to a significant degree.

DISCLAIMER:

- The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills, and other requirements necessary of employees to perform in this position.