

Instructional Assistant

Dept/Div: *Teaching and Learning*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs skilled administrative support work working with students who qualify for behavior interventions, and related work as apparent or assigned. Work is performed under the moderate supervision of the Building Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Works with students who qualify for behavior interventions.

Provides supplemental instruction for students; encourages and motivates students to complete assignments.

Assists teacher(s) with performing specific duties as assigned, undertaking specialized tasks.

Works with individuals or groups reinforcing material introduced by the teacher.

Completes required records and forms under the supervision of the teacher.

Assists with group activities.

Guides independent student and other work assigned by the teacher.

Monitors student behavior and advises the teacher on student issues.

Interprets needs for attendance issues, teacher concerns about students and parent questions.

Participates in meetings, in-service programs, and workshops as required.

Assists the teacher with setting up and dismantling the classroom before and after special events.

Knowledge, Skills and Abilities

General knowledge of the practices of a school; ability to maintain files and information; ability to deal effectively with special students and teachers; ability to build positive relationships with students; able to be flexible and quickly adjust to changes in student needs; ability to establish and maintain effective working relationships with students, teachers, parents, associates, administration and the general public.

Education and Experience

High school diploma or GED and minimal experience working with school aged children, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; work regularly requires sitting and occasionally requires standing, walking, speaking or hearing, using hands to finger, handle or feel, pushing or pulling and repetitive motions; work has standard vision requirements; no special vocal communication skills are required; no special hearing perception is required; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Must hold an AA/AS degree, completed 60 semester credits, approved competency portfolio or pass the MN Parapro exam.

Last Revised: 5/11/2017