

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

02/14	<b>INSTRUCTIONAL ASSISTANT</b>	2.12.1
Effective Date	Job Title	Index

### **PURPOSE**

To improve student achievement by assisting a licensed teacher in the planning and implementation of an educational program for students to perform instructional activities in support of the prescribed lesson plan; assisting in providing a safe, healthy environment for students; and performing a variety of general clerical duties.

### **CLASS CHARACTERISTICS**

Positions in this classification perform instructional assistance and routine clerical duties in regular education programs, including classroom and lab instruction, Title I, kindergarten, physical education, and pass room programs. May assist the teacher in small and large group settings or in one-on-one tutoring, sometimes in a reasonably autonomous fashion. Most tasks and skills are learned on the job. Assignments may include working with low-skilled students and students with behavioral problems. This class is distinguished from the IA 2, IA 3, and IA 4 classifications as the upper level IA positions involve working with students who have moderate to severe learning and physical disabilities or special social/behavioral, cultural, or language needs which require the use of more technical skills.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned Principal and work direction from other licensed staff and/or the Office Manager.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Assisting in planning and implementing learning experiences for students.

Under the direct supervision of a licensed teacher, providing supplemental practice in various learning experiences, including drills and activities using learning strategies designed to reinforce or modify skills.

Helping students develop positive interpersonal relationships with peers and adults; promoting safety of the students by helping them develop self-confidence.

Observing students and assisting in recording student development and progress; informing supervisor of any unusual academic or disciplinary problems.

Training and assisting students in behavior management; providing education regarding appropriate interpersonal actions; responds to discipline problems; acts as a role model.

Preparing instructional materials related to area of assignment; copies materials, develops visual aides and charts, and collects and distributes supplies and equipment.

Supervising students on the playground, in the hallways or on entering or leaving the classroom.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

May set up and take down PE equipment and/or set out health class materials.

May receive monies and perform record keeping related to the accounting for funds received.

May perform duties in a library; assists students with locating books; reads stories to students.

Operating a computer to take attendance and to do basic data entry assignments.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Basic principles and practices of instructional program within area of assignment.

Proper child care techniques.

Techniques and methods of student supervision and classroom management.

English usage, spelling, grammar and punctuation, and basic bookkeeping, as required of specific assignment.

Modern office methods, practices, procedures and computer equipment.

#### **Ability to:**

Learn growth and development principles of students.

Monitor student progress and advise teacher of student progress or perceived deficiencies.

Patiently and effectively work with students, including students with behavioral problems and mild learning disabilities.

Learn basic first aid and safety requirements.

Work in a team situation.

Work independently, in the absence of direct teacher contact, to carry out a prescribed lesson plan or activity schedule.

Apply prescribed instructional program in small and large group settings and in one-on-one tutoring setting.

Type at a speed necessary for successful job performance.

Physically perform job tasks.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

**Experience:**

One year of responsible instructional experience, child education classes, or child supervision experience.

**Training:**

Equivalent to the completion of the twelfth grade. May require NCLB Certification or 2 years of college courses if assigned to a Title 1 school.

**Work Environment:** Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

**Physical Requirements:** Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files, reports and supplies; lifting light objects.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Instructional Assistant

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_