

INSTRUCTIONAL ASSISTANT

JOB SUMMARY

Under the direction of the site administrator, assist a certificated teacher in providing instruction to individual and small groups of students in an assigned learning environment; reinforce instruction in academic, artistic, and physical skills, both manually and on computers (generally Apple or Mac); prepare, duplicate, and distribute instructional materials.

TYPICAL DUTIES

Reinforce instruction to individual and small groups of students as directed by the teacher (may require assisting in computerized instruction); answer questions and assist students with workbooks, drills, and various assignments in math, language arts, social studies, and other subjects; lead groups in reading, spelling, math, music, physical education and/or other learning activities; administer and score tests; correct homework and papers; record grades and work completed; confer with the teacher regarding student progress and problems; perform clerical duties in support of classroom activities such as typing, duplicating, and distributing materials; set up work and play areas; displays, and bulletin boards; operate audio-visual equipment and instructional training equipment, including a micro computer; order, store, and maintain instructional supplies and classroom materials; monitor student conduct in the classroom, on the playground, and other school areas; accompany students to and from school locations and on field trips. May be required to administer first aid/CPR. Assist in maintaining a neat and orderly classroom environment; perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school and some experience working with children in an organized setting where computers were used to reinforce instruction. Possession of a certificate in cardiopulmonary resuscitation (CPR), issued by American Red Cross or American Heart Association, and a certified Multimedia First Aid Card must be obtained during the probationary period. Maintain up-to-date certificates in first aid and CPR.

Knowledge of:

Basic child guidance principles and practices; basic subjects taught in elementary education; using an Apple or Mac computer to support a variety of academic subjects; effective interpersonal and communication skills; basic record keeping methods.

Ability to:

Tutor individuals, both manually and utilizing computers, and small groups of children in academic subjects, physical education, music, or other assigned instructional areas; provide support and assistance to a teacher in a learning environment; understand and follow oral and written instructions; answer questions and assist students in a variety of academic subjects; perform basic clerical duties in support of classroom activities; communicate effectively with students, staff, and parents.

PHYSICAL ABILITY

The selected candidate must be able to perform the duties of a rigorous work schedule which includes standing and walking for extended periods of time to monitor and assist students in the classroom and on the playground; lift and move instructional materials, and pass a physical examination and drug screening certifying this ability.