

JOB TITLE: INSTRUCTIONAL ASSISTANT (DEPARTMENT OF JUVENILE JUSTICE)

JOB DESCRIPTION:

This employee is responsible for assisting the teacher(s) in organizing and implementing an instructional, academic program. This employee will work under direct supervision of a teacher or teachers. This employee is responsible for assisting teachers assigned to Department of Juvenile Justice educational programs.

Duties of this position include but are not limited to:

1. **Classroom Management:**
 - a. Assisting the teacher(s) with maintaining a classroom environment conducive to effective learning.
 - b. Assisting with duties that require movement of students.
2. **Knowledge of Subject Matter:**
 - a. Communicating accurate knowledge of subject matter in a comprehensive manner using language and style appropriate to the learner.
 - b. Applying concepts, laws, and rules relevant to subject matter.
 - c. Demonstrating a breadth of subject matter knowledge that enables students to approach and to interrelate topics from a variety of perspectives, interests, and points of view.
 - d. Using the current references, materials, and technologies of the subject field in a manner appropriate to the developmental stage of the learner.
 - e. Demonstrating the ability to check student comprehension of subject matter and providing accurate feedback to students.
3. **Planning for Instruction:**
 - a. Assisting the teacher with the design of the academic program based on the assessed needs of students.
 - b. Assisting the teacher with preparation and implementation of lesson plans for students based on assessed needs and in accordance with the district's philosophy and curriculum system.
 - c. Preparing materials for the teacher.
4. **Delivery of Instruction:**
 - a. Assisting students with the performance of daily assigned tasks.
 - b. Assisting teacher with collection of materials used in instruction.
 - c. Assisting with data collection.
 - d. Collecting materials needed by the teacher in presenting units of work.
 - e. Operating technology equipment. This duty would include preparing the room for the activity, obtaining the required material and equipment, the operation of the equipment, and the return of all equipment to storage.
5. **Assessment of Student Performance:**
 - a. Assisting the teacher(s) with administration of appropriate assessments

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designed to measure and observe student progress.

- b. Assisting the teacher(s) with evaluating student progress on a regular basis and providing feedback to students and parents.

6. Communication:

- a. Establishing and maintaining cooperative relations with other employees.
- b. Assisting the teacher(s) with establishing and maintaining open lines of communication with students and their parents concerning academic and behavioral progress of assigned students.
- c. Assisting the teacher(s) with preparing progress reports to school personnel and to parents.

7. Professional Development Program:

- a. Continuing professional growth through educational inservices, meetings, and professional literature.

8. Other Professional responsibilities:

- a. Handling the lunchroom reports and checking attendance.
- b. Assisting the teacher(s) with taking necessary and reasonable precautions to protect students, materials, equipment, and facilities.
- d. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

- 1. Possess the ability to relate to adjudicated youth, AND
- 2. Meet all State and Federal Requirements for the position, including Florida Statute 1012.32, Qualifications of Personnel, AND
- 3. High School Diploma or equivalent.
- 4. Associate's Degree, OR
- 5. 60 hours of college/university level course work, OR
- 6. Demonstrated proficiency on district assessment.

DESIRED QUALIFICATIONS:

- 1. Experience in working with emotionally handicapped/severely emotionally disturbed children and alternative education students.
- 2. Typing and audiovisual skills.