

**JOB TITLE: INSTRUCTIONAL ASSISTANT (BASIC EDUCATIONAL PROGRAMS AND FEDERAL AND STATE PROGRAMS)**

**JOB DESCRIPTION:**

This employee is responsible for assisting the teacher in organizing and implementing an instructional, academic program. This employee will work under direct supervision of a teacher or teachers.

Duties of this position include but are not limited to:

1. **Classroom Management:**
  - a. Assisting the teacher 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 comprehensible 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.
4. **Delivery of Instruction:**
  - a. Providing academic assistance and support for individual and/or small groups of students as directed by and under the supervision of the teacher.
  - b. Assisting the teacher with effective utilization of media and technology in the classroom.
5. **Assessment of Student Performance:**
  - a. Assisting the teacher with administration of appropriate assessments designed to measure and observe student progress.
  - b. Assisting the teacher 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 with establishing and maintaining open lines of communication with students and their parents concerning academic and behavioral progress of assigned students.

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- c. Assisting the teacher with preparing progress reports to school personnel and to parents.

**7. Professional Development Program:**

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

**8. Other Professional Responsibilities:**

- a. Assisting the teacher with taking necessary and reasonable precautions to protect students, materials, equipment and facilities.
- b. Assisting the teacher with ensuring that each student in the program has the necessary records in his/her permanent record and/or portfolio.
- c. Performing other responsibilities, as directed.

**REQUIRED QUALIFICATIONS:**

- 1. High School Diploma or equivalent.
- 2. Associate's Degree, OR
- 3. 60 hours of college/university level course work, OR
- 4. Demonstrated proficiency on district assessment.