

**JOB TITLE: INSTRUCTIONAL ASSISTANT (STUDENT DISCIPLINE)**

**JOB DESCRIPTION:**

This employee is responsible for assisting the administrative staff in working with students and carrying out other duties assigned by the principal and other school administrative staff. This employee is responsible for assisting the teacher(s) in organizing and implementing an instructional academic and behavioral program. This employee will work under direct supervision of a principal to assist teachers in helping students to complete classroom assignments during ISS. This employee is responsible for assisting teachers whose students have been assigned ISS.

Duties of this position include but are not limited to:

- 1. Classroom Management:**
  - a. Maintain ISS classroom environment conducive to effective learning.
  - b. Establish procedures that require movement of students, e.g., restroom, lunch, etc.
  
- 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. Assist teachers to help students to complete classroom assignments which have been provided.
  - 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 to assist students to complete classroom assignments 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.

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- d. Collecting materials and make up assignments to give to classroom teacher.
  - e. Operating technology equipment which 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 designed to measure and observe student program when appropriate and as directed.
  - b. Assisting the teacher(s) with evaluating student progress and providing feedback to the classroom teacher(s).
- 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 inservice, meetings, and professional literature.
- 8. Other Professional Responsibilities:**
- a. Assisting the administration in:
    - 1. supervising students in all areas on the campus and in the building as assigned, including In-School Suspension.
    - 2. communicating with bus drivers and bus garage.
    - 3. supervising the unloading and loading of buses each day.
    - 4. collecting bus discipline forms from the bus drivers and delivering them to the Assistant Principal for Student Services.
    - 5. conducting bus evacuation drills.
    - 6. maintaining a distribution and security system for providing keys to authorized personnel.
    - 7. maintaining a monitoring system for unexcused absences and reporting excessive absences to the proper administrator.
    - 8. managing the sale of parking stickers and the monitoring of student and staff parking lots.
    - 9. performing other duties as assigned.

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- b. Assisting students by:
  - 1. providing attendance forms to obtain drivers licenses.
  - 2. communicating bus routes to students and parents.
  - 3. making emergency bus changes by student.
  - 4. maintaining a system for checking in students from late buses.
  - 5. providing any other assistance to students assigned by the administration.

**REQUIRED QUALIFICATIONS:**

- 1. Possess the ability to relate to students with behavioral problems.
- 2. Meet all state and federal requirements for the position, including Florida School Code 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.