

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**Job Description**

**INSTRUCTIONAL ASSISTANT  
(INSTRUCTIONAL LEARNING SYSTEMS)**

Salary Schedule: School Related Personnel 08B	Number of Work Days as Contracted – 10 Month Daily Work Hours: 7.5	FLSA Status - Nonexempt
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**JOB GOAL:** Responsible for assisting the teacher or site-based administrator in organizing, implementing, and monitoring an instructional, academic program in the computer laboratory while working under direct supervision of a teacher(s) or site-based administrator.

**REQUIRED QUALIFICATIONS:**

1. Associate in Arts (A.A.)/Associate in Science (A.S.) degree from an accredited institution, or 60 semester hours of college/university level course work from an accredited institution, or demonstrated proficiency on a district assessment

OR

2. High school diploma or the equivalent and the ability to satisfactorily complete training to operate and maintain a computer lab

**DESIRED QUALIFICATIONS:**

1. Experience in working with students from diverse backgrounds with varied levels of ability
2. Experience with maintaining a student computer laboratory

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
2. Organize, prioritize, manage and carry out duties efficiently and within established timeframes
3. Ability to establish and maintain collaborative working relationships with all stakeholders
4. Demonstrate the ability to effectively use technology especially an operational knowledge of Internet and Web-related technologies, in daily work

**REPORTS TO:** Site Administrator

**SUPERVISES:** Not Applicable

**PERFORMANCE RESPONSIBILITIES:**

**Classroom Management:**

1. Assist the teacher with maintaining a classroom environment conducive to effective learning
2. Assist the school administrator with taking necessary and reasonable precautions to protect students, materials, equipment, and facilities.

## IA (ILS)

### **Knowledge of Subject Matter:**

1. Communicate accurate knowledge of subject matter in a comprehensible manner using language and style appropriate to the learner
2. Apply concepts, laws, and rules relevant to subject matter
3. Demonstrate 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
4. Use the current references, materials, and technologies of the subject field in a manner appropriate to the developmental stage of the learner
5. Demonstrate the ability to check student comprehension of subject matter and providing accurate feedback to students

### **Planning For Instruction:**

1. Assist the teacher or administrator with the design of the academic program based on the assessed needs of students
2. Assisting the teacher or administrator with preparation and implementation of curricular programs for students based on assessed needs and in accordance with the district's philosophy and curriculum system
3. Provide technical assistance to school staff and students for use of the software and hardware resources of the computer lab.
4. Works with an administrator or teacher to coordinate daily schedules for students using the computer lab

### **Delivery of Instruction:**

1. Provide academic assistance and support for individual and/or small groups of students as directed by and under the supervision of the teacher and/or administrator
2. Assist the administrator with monitoring student activity while online, in accordance with the Student Responsible Electronic Use Agreement

### **Assessment of Student Performance:**

1. Assist the teacher with administration of appropriate assessments designed to measure and observe student progress
2. Assisting the teacher with evaluating student progress on a regular basis and provide feedback to students and parents

### **Communications:**

1. Establishing and maintaining cooperative relations with other employees
2. Communicate with students' teachers as necessary and appropriate.
3. Assist the teacher with establishing and maintaining open lines of communication with students and their parents concerning academic and behavioral progress of assigned students
4. Assist the teacher with preparing progress reports to school personnel and to parents

### **Professional Development Program:**

1. Continue professional growth through educational inservice, meetings and professional literature

**IA (ILS)**

**Other Professional Responsibilities:**

1. Perform record keeping duties in a confidential and professional manner.
2. Assisting the teacher with taking necessary and reasonable precautions to protect students, materials, equipment, and facilities
3. Assisting the teacher and/or administrator with student records as needed
4. Maintain an inventory of hardware, software, and supplies for the system
5. Coordinate system repair service and updates
6. Performing other other duties as assigned