

Instructional Assistants Qualifications/Duties

Position Title: Instructional Assistants
Immediate Supervisor: Principal/Supervising Teacher
Issued Date: 10/10/00
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POSITION SUMMARY

Type, duplicate, and assemble student materials; design and develop bulleting boards for classroom, assist in instructional activities; monitor students during teacher breaks and/or lunch period. Collect lunch money for primary students. Record student grades in electronic grade book program.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent.
- Must be able to type and operate personal computer.

QUALIFICATIONS

Demonstrate the ability to:

- Perform duties under general supervision,
- Utilize initiative and good judgement in the scheduling of work,
- Ensure the accuracy of work,
- Assist students or teachers with problems.
- Deal with a variety of persons and situations requiring a high degree of courtesy and tact,
- Handle volume of work and meet deadlines,
- Be sensitive to students' needs,
- Work in cooperation with teachers, students and administration,
- Maintain confidentiality of information associated with position,
- Understand instructions and underlying principles,
- Understand meanings of words and ideas associated with position,
- Perform arithmetic operations quickly and accurately,
- Perceive pertinent detail in verbal or tabular material,
- Coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed,
- Move the fingers and manipulate small objects with the fingers rapidly and accurately,
- Move the hands easily and skillfully,
- Perceive or recognize similarities or differences in colors, or in shades or other values of the same color,
- Perform the essential functions and requirements of the job, and
- Must meet satisfactory health standards.

ESSENTIAL FUNCTIONS

- Type, duplicate, and assemble student materials as requested by teachers; may set up or design pages; ensures accuracy of work.
- Assist teacher in the classroom working with individual students or small groups under the direction of teacher.
- Perform technology-related tasks as assigned by the teacher which may include entering grades and attendance on computer.

- Collect lunch money from primary students.
- Construct bulletin boards and laminates materials for classroom
- Perform backup of electronic grade book software as required by supervising teacher.

OTHER RESPONSIBILITIES

- Assume other special activities and/or responsibilities as assigned by the principal or supervising teacher.

PHYSICAL ABILITIES

This position requires lifting of objects not to exceed 25 pounds without assistance and the wearing of a safety support belt and frequent lifting and/or carrying objects that weigh 10 pounds or more. Other physical abilities that may be required are:

- Lifting, carrying, pushing, and/or pulling.
- Climbing and/or balancing.
- Stooping, kneeling, crouching, and/or crawling.
- Reaching, handling, and/or feeling.
- Talking and/or hearing.
- Seeing
- Manual dexterity

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK TO BE PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE A COMPLETE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSON(S) SO ASSIGNED