

St. Maries Joint School District No. 41
Job Description – Instructional Assistant
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TITLE: Instructional Assistant

QUALIFICATIONS:

1. GED, High School Diploma, or higher;
2. Possess and demonstrate aptitude for the work to be performed;
3. Demonstrate knowledge about the educational programs;
4. Possess necessary skills to observe oral and written student behavior and communications in all school settings;
5. Possess skills necessary to support students as required for safety and in emergency situations;
6. Possess skills to work as an effective team member, including the ability to collaborate and to clearly and completely communicate to adjust work toward accomplishing group goals;
7. Possess skills necessary to perform computer applications, filing, etc.; and
8. Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable.

SUPERVISOR: Building Principal

JOB GOAL: To work closely with the teachers and students in an effort to provide an appropriate school program

PERFORMANCE RESPONSIBILITIES:

1. Assist in the instruction of individuals and/or small groups of students in programs for exceptional students under the direction of the assigned certified teacher, in designated curricular areas such as reading, language, social studies, mathematics, science, art, music, health, and physical education. Assist with specialized areas such as basic self-help skills, pre-vocational skills, communications training, and physical and/or occupational therapy.
2. Assist in the preparation and presentation of educational materials and lesson plans.
3. Provide support services to the school program by supervising students, giving first aide, preparing instructional materials and displays including bulletin boards, copying, tutoring, and/or providing instructional support.
4. Assist with routine clerical duties under teacher supervision as assigned, including but not limited to, word processing and record keeping, correcting papers, entering student data, photocopying, telephone duties, filing, and mail processing.

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5. Help supervise and maintain student behavior to achieve a functional learning environment and safe conditions in the school and/or school property.
6. Assist with lunch, snack, and clean-up duties; provide assistance for clean-up and lavatory routines, and assist with student clothing needs as required.
7. Monitor school facilities, including but not limited to, playground, cafeteria, crosswalks, bus loading and unloading areas, etc., as directed.
8. Alert teacher to special needs of individual students.
9. Make and record observations in the classroom as requested by assigned teachers.
10. Repeatedly lift, maneuver, and position students weighing up to 85 pounds.
11. Assist certified teachers in maintaining a positive classroom environment; maintain instructional records and data sheets related to students' Individual Education Programs (IEPs), Response to Intervention (RTI) progress monitoring.
12. Use academic learning time to ensure that students spend a high percentage of their time on task.
13. Consistently demonstrate successful human relations with students and adults in the following areas: self-acceptance, tolerance, flexibility, rapport, supportiveness, honesty, and harmony.
14. Accept direction non-defensively and modify implementation approach as directed.
15. Maintain orderly records and effectively communicate all issues with Building Principal.
16. Possess sufficient personal mobility, agility, strength, and reflexes, with or without reasonable accommodations, which permits the employee to move about and accomplish tasks that require standing or sitting for long periods of time in the school environment.
17. Possess sufficient manual dexterity, with or without reasonable accommodations, which permits the employee to operate all school equipment to ensure the proper and safe support for the school's staff and students.
18. Perform job tasks that require repetitive motions in fingering and hand/wrist/arm movements. Occasional job-related tasks may require, with or without reasonable accommodations, lifting non-student supplies, materials, and objects up to 35 pounds, stooping, kneeling, bending, crouching, pushing, grasping, and reaching.
19. Perform multiple tasks simultaneously, including but not limited to, handling interruptions, and returning to and completing tasks in a timely manner.
20. Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
21. Interact with students, parents, staff, faculty, and administration effectively and professionally.
22. Follow oral and written instructions and observe District, State, and federal policies and procedures.
23. Follow all Board-approved policies, safety rules, and regulations.
24. Attend in-services and training sessions.
25. Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
26. Perform other duties as may be assigned.

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TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other description and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of what type of services will be required by the District so long as employment continues.

Salary/wage, benefits, and work schedule arranged in accordance with St. Maries Joint School District No. 41’s personnel policies.

PERFORMANCE EVALUATION:

Performance of the job will be evaluated annually in accordance with the District’s policy on evaluation of non-certificated personnel.

APPROVED BY:

Board of Trustees

St. Maries Joint School District No. 41 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

I have discussed this document with my supervisor and understand that it will be entered into my personnel file in accordance with the provision of Idaho Code 33-518. It is my understanding I may offer a rebuttal to this document that will be attached to the materials entered into my personnel file.

_____	_____
Signature of Employee	Date

Printed Name	
_____	_____
Signature of Supervisor	Date