

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Number Title: Instructional Assistant
Pay Schedule: CASE- Assistant Scale
FLSA Status: Non-Exempt
Reports to: Principal and Classroom Teacher (s)

JOB SUMMARY

Assists teacher in creating an atmosphere where it is the expectation that all students can learn

ESSENTIAL JOB FUNCTIONS

- Assists teacher in providing appropriate learning experiences for students by working with individual students or small groups to reinforce the work taught by the teacher.
- Assists teacher in providing an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of children.
- Assists teacher in maintaining appropriate, accurate, and confidential student records in compliance with various federal, state, and local regulations.
- Assists in supervising students in a variety of school-related settings.
- Assists the teacher in enforcing appropriate behavior and classroom expectations of students.
- Assists the teachers with inventorying instructional materials, equipment, and books.
- Facilitates safe transfer of students to and from the building as needed.
- Supports activities for daily living and self-care of students. This may include duties associated with toileting, personal hygiene, buttoning coats, tying shoes, etc.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High School Diploma or GED
- One of the following is preferred:
 - Completed at least two years of postsecondary study; **or**
 - Obtained an Associate's Degree (or higher); **or**
 - Passed the MSDE approved assessment (ParaPro)
- Experience working with adolescent age students with various disabilities preferred
- Training in crisis intervention preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate orally and in writing
- Ability to utilize interpersonal communication skills
- Outstanding human relation skills
- Ability to prepare and maintain accurate reports and records
- Ability to operate small office equipment including copy machine, fax machine, multi-

- line telephone systems.
- Ability to operate a computer for data entry purposes.

PHYSICAL DEMANDS

Light Work: Exerting moderate but not constant physical effort to perform light work, typically involving some combination of balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds), visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive odors, and require oral communications.

WORKING CONDITIONS

Employees in this position work in an environment where the employee must deal with crisis situations that require major decisions involving people, resources and property.

BENEFITS

This position is eligible for the following:

- Leave – Sick and Personal (all employees); Vacation (12-month employees),
- Health, Dental, and Vision Insurance (Single and Family), Life Insurance; these are available to those employees with a minimum 0.6 FTE position
- Overtime eligible in excess of 40 hours
- Educational Add-On
- Tuition Reimbursement
- MD State Pension, 403(b), credit union membership
- Salary – [Assistant Scale 24-25](#)

Carroll County Public Schools has the right to revise this position description at any time, and ensuing acknowledgement of understanding does not represent in any way a contract of employment.

NOTICE OF NON-DISCRIMINATION

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression.

The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.