



## FLOWING WELLS SCHOOL DISTRICT JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>INSTRUCTIONAL ASSISTANT</b>
<b>DEPARTMENT:</b>	School
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	04/26/2016

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### **SUMMARY:**

Performs instructional and clerical tasks in support of the classroom teacher.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists in the instruction of students, working individually or in small groups.
- Monitors student activities such as test-taking, field trips, research projects or recreation.
- Marks and scores tests and records grades.
- Distributes textbooks and resource materials to students.
- Maintains instructional files.
- Assists with the development of bulletin boards.
- Assists in assessment of student programs, student behavior, and special needs.
- Prepares teaching aids and coordinates copying.
- Compiles orders for instructional supplies and capital equipment.
- Assists in cafeteria and playground supervision.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing.
- Ability to efficiently complete clerical tasks.
- Knowledge and understanding of children or teenagers.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.
- Skills in time management.

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- A high School diploma or equivalent.
- Must possess an Associate's degree or 60 semester hours of coursework documented on an official transcript from an accredited institution of higher education; or pass a formal state assessment such as Master Teacher's Para Educator Learning Network.
- Additional training in child psychology and guidance, classroom management, special education needs, or other related areas of study is desirable.

**Computer Proficiency:** Demonstrated general proficiency in computer programs including Microsoft Excel and Word.



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### **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to thirty pounds.

### **WORK ENVIRONMENT:**

Indoor and outdoor environments, in all types of weather. The noise level in the work environment is generally moderate and may become excessively noisy at times. Will have contact with students, employees, external agencies and the public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*