

CODE:
FLSA:

**KERSHAW COUNTY SCHOOL DISTRICT, SOUTH CAROLINA
JOB DESCRIPTION, OCTOBER 2007**

**JOB TITLE: INSTRUCTIONAL ASSISTANT
(HIGH SCHOOL DIPLOMA)**

GENERAL STATEMENT OF JOB

Under occasional supervision, performs specialized work by assisting teachers in instructing and directing the activities of students to provide a well-organized, smoothly functioning classroom environment. Assists school administrators and staff with various administrative and clerical functions as requested. Reports to the assigned Teacher and Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists students with exercises and the preparation of materials for class activities; concentrates efforts with small groups of students and individuals as necessary.

Reinforces all knowledge and skills taught by the classroom teacher.

Assists teacher by recording attendance, grading assignments, recording and/or analyzing test scores/grades, substituting as needed, setting up labs/special projects, escorting children to other areas of the school, monitoring student behavior, running errands, etc.

Prepares transparencies, charts, graphs and duplicated materials for classroom use; operates and cares for audio-visual equipment.

Employs a variety of instructional techniques and media consistent with the physical limitations of the location provided and the needs and capabilities of students involved.

Assists in cleaning and storing of materials after completion of activities.

Supervises students when unloading and loading buses, in the halls, on field trips, during study hall, during lunch and on school grounds.

Assists individual children in need of special attention.

May assist guidance, health and administrative staff as assigned, performing such duties as filling out forms, entering data into computer and/or retrieving student information from computer, copying and filing materials, etc.

Assists with performing basic health assessments and first aid as needed.

Coordinates and/or participates in special programs or projects as assigned.

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Attends staff meetings as required; participates in in-service training programs.

Makes arrangements for substitute instructors as needed.

Receives and reviews student assignments, psychological questionnaires, conduct reports, student records, etc.

Prepares and/or processes progress reports, attendance records, lunch counts, medicine reports, class rolls, notes to parents, discipline forms, other routine reports and forms, etc.

Refers to textbooks, policy and procedure manuals, teacher handbooks, reference books, etc.

Operates a variety of equipment including a computer, printer, typewriter, copier, audio-visual equipment, telephone, adding machine, laminator, etc.

May use math manipulatives, transparencies, forms, textbooks, art supplies, computer supplies, clerical supplies and basic medical/first aid supplies.

Interacts and communicates with various groups and individuals such as the immediate supervisor, teachers, students, parents, co-workers, school administrators, other school/District personnel, volunteers, etc.

ADDITIONAL JOB FUNCTIONS

Assists in maintaining a clean and orderly classroom.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma supplemented by one to two years of experience working with children in an educational setting, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines and equipment including a computer, copier, telephone, etc. Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of remaining standing for extended periods of time, stooping, kneeling and crouching, and some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12 to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors and giving instruction and/or assignments to students.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, curriculum materials, texts, computer manuals, etc. Requires the ability to enter data into computer and prepare reports, records, teaching materials, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to use influence systems in classroom teaching. Requires the ability to make routine independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give oral and written instructions; to counsel and teach students. Must be able to communicate effectively and efficiently with persons of varying ages and educational/cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline. The worker may be subject to danger or risk to a slight degree, or to tension as a regular, consistent part of the job.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

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PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies and procedures of the Kershaw County School District as they pertain to the performance of duties of the Instructional Assistant. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the department and of related departments and agencies. Is able to comprehend, interpret and apply regulations, procedures and related information. Has knowledge of the characteristics of the age group assigned. Is able to establish and maintain positive relationships and work effectively with adults and children. Is able to supervise, guide and support students with patience and kindness. Is able to reinforce skills taught by the teacher. Is able to follow lesson plans provided by the teacher. Is able to motivate students to participate in educational activities and to want to learn. Is able to perform job tasks professionally in an environment where discrimination and other public issues are constant concerns. Has knowledge of and is able to use modern office practices and equipment, including computers. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has the mathematical ability to handle required calculations. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Is able to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has knowledge of how to maintain effective relationships with co-workers, personnel of other departments, parents, students and members of the public through contact and cooperation. Has knowledge of the occupational hazards and safety precautions of the trade. Has knowledge of how to react calmly and quickly in emergency situations. Is able to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

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Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.