

Marion County School District Job Description

Title: Instructional Assistant

Qualifications:

1. Minimum of one of the following:
 - a) Associate's Degree
 - b) 60 Hours of college credit
 - c) High School Diploma and Passing score on Parapro test
or
 - d) High School Diploma and Work Keys scores
 - i. Applied Mathematics – 4
 - ii. Reading for Information – 4
 - iii. Writing or Business Writing – 3
 - iv. Instructional Support Inventory - 3
2. Demonstrated aptitude for the work to be performed by successfully completing a trial period as a substitute in the available position or similar position
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To: Classroom teacher and/or Administrator

Job Goal: To provide a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program available resource materials

Performance Responsibilities:

1. Under supervision of teacher/administrator, effectively plans and prepares for classroom activities
2. Works with small groups of students to reinforce materials as directed by teacher/administrator
3. Assists students in need of special attention as directed by teacher/administrator
4. Assists with clerical work as directed by teacher/administrator
5. Assists the teacher/administrator in maintaining a positive classroom climate through affirmative management techniques and by demonstrating enthusiasm for learning
6. Assists teacher/administrator with care and use of AV equipment, to include computers

7. Assists teacher/administrator with non-instructional duties as is grade-level appropriate
8. Assists with instructional tasks as directed by the teacher/administrator
9. Respects confidentiality of students, school and district information
10. Assists small groups of students in the media center as directed by the teacher/administrator
11. Participates in staff development activities, such as in-service workshops, conferences, etc.
12. Is punctual and regular in attendance
13. Displays loyal support for the school and district
14. Other duties as assigned by building administrator

Terms of Employment:

190 days or more per year

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Paraprofessional Personnel