



JOB TITLE	Kindergarten Instructional Assistant
LOCATION	Spring Mill Elementary School
WORK SCHEDULE	Part Time, 6 hours/day
CALENDAR LENGTH	School Year, 185 Days
FLSA CLASSIFICATION	Non-exempt, hourly employee
HOURLY RATE	\$15.60 (\$17,316 Annually)
BENEFITS	Paid Illness and Personal Business days, Seven paid holidays, District contributions to VEBA and 401A retirement accounts

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www.msdt.k12.in.us/hr/careers/

JOB DESCRIPTION:

Under the direction of the Principal and Assistant Principal, the Kindergarten Instructional Assistant works with individual and/or small groups of students under the supervision of a certificated teacher; assisting students by modeling the necessary skills to perform assignments; following educational and specific behavioral plans; and modeling appropriate behaviors and interactions with students and staff.

ESSENTIAL FUNCTIONS:

- Assist teachers in classroom instruction by providing and preparing lesson materials, monitoring the students during their work and helping them in their learning where necessary.
- Observe students' activities to ensure student safety and well-being and intervene when necessary.
- Ensure that the necessary materials for teaching a class, such as visual aids, are prepared, up-to-date, and present in the instruction space.
- Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Maintain a clean, sanitary workspace through use of hand disinfectant and sanitizer, in order to minimize infection risk between colleagues or when working with children.
- Monitor individual and/or groups of students for the purpose of providing a safe and positive learning environment. Monitor and manage student behavior in a way that maximizes instructional time.
- Provide 're-teaching' and tutoring sessions around core instruction that was delivered by the classroom teacher.
- In collaboration with teaching faculty, identifies students who are below standards in specific skills and knowledge.

- Assist students with assignments that reinforce learning concepts.
- Maintain a record of interventions and progress monitoring.
- Implement, under the supervision of the teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Seek and utilize appropriate resources to enhance student learning and professional practice.
- Cultivate an environment of respect and rapport in the classroom and foster a culture of learning via responsive classroom practices.
- Communicate clear instructional outcomes, directions and explanations of concepts to students.
- Use questioning and discussion techniques to deepen student understanding.
- Engage students in high-level learning using various techniques in small group, whole group and individual settings.
- Keep a pulse of student understanding using formative assessment and react with flexibility and responsiveness.
- Seek opportunities for feedback and professional development.
- Display a high level of professionalism with students and colleagues.
- Attend meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Other duties as assigned.

EDUCATION:

- High School Diploma or GED.
- Must pass paraprofessional exam, if less than 60 college credit hours.

PHYSICAL DEMANDS:

PHYSICAL REQUIREMENT	PERCENTAGE OF TIME
Ability to stand for extended periods of time	Often
Ability to lift 25 pounds	Occasional
Ability to carry 25 pounds	Occasional
Ability to work at a desk, conference table or in meetings of various configurations	Very Frequent
Ability to see for the purpose of reading rules and policies and other printed matter	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation. Able to hear and understand speech at normal levels	Very Frequent
Ability to operate job-related equipment	Very Frequent
Ability to reach in all directions	Very Frequent

Seldom = Less than 25% / **Occasional** = 26 to 50% / **Often** = 51 to 75% / **Very Frequent** = Greater than 75%