



JOB TITLE	PACES Instructional Assistant
LOCATION	Willow Lake Elementary School
WORK SCHEDULE	Part Time, 6 hours/day
CALENDAR LENGTH	School Year, 185 Days
FLSA CLASSIFICATION	Non-exempt, hourly employee
HOURLY RATE	\$19.28 (\$21,400 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:

The job of the PACES Instructional Assistant was established for the purpose(s) of working with individual and/or small groups of students under the supervision of a certificated teacher in the supervision and instruction of students; assisting students by modeling the necessary skills to perform assignments; following educational and specific behavioral plans; modeling appropriate behaviors and interactions with students and staff; and assisting student by providing for special health care needs. Employees in this classification will receive a variety of assignments including classroom support, lunchroom, playground, etc.

EXAMPLE ACTIVITIES:

- Tutoring and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Teaching social skills to students.
- Supervising students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Providing extra assistance to students with special needs.
- Observing students' performance, and record relevant data to assess progress.
- Enforcing administration policies and rules governing students.
- Presenting subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Instructing and monitoring students in the use and care of equipment and materials.

- Providing supports for classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing student's Individual Education Program (IEP) objectives.
- Implementing, under the supervision of general education or special education teacher, instructional programs and lesson plans (e.g. reading, math, language comprehension, writing, computer, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Collecting, preparing, and organizing instructional materials.
- Assisting with administration and scoring of curriculum based tests, homework, make-up work, etc. for the purpose of supporting teachers in the classroom.
- Communicating with general education and special education teacher, related service staff, school administrators for the purpose of assisting in reporting progress and/or implementing IEP objectives.
- Directing parents to general education or special education teacher for any communication regarding their child.
- Monitoring students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, community settings, etc.) for the purpose of maintaining a safe and positive learning environment.
- Documenting student's daily activities (e.g. behavior, completed assignments, on/off task times, etc.) for the purpose of data collection and progress monitoring.
- Assisting students (e.g. in/out of wheelchair, positioning students, toilet training, diapering, bathing, grooming, etc.) for the purpose of maintaining students' personal hygiene.
- Assisting students at mealtimes.

KNOWLEDGE, SKILLS AND ABILITIES:

- **Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking:** Talking to others to convey information effectively.
- **Instructing:** Teaching others how to do something.
- **Social Perceptiveness:** Being aware of others' reactions and understanding why they react as they do.
- **Coordination:** Adjusting actions in relation to others' actions.
- **Learning Strategies:** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Teacher support:** 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.
- **Student Supervision:** Observe students' activities to ensure student safety and well-being and intervene when necessary.
- **Lesson materials:** Ensure that the necessary materials for teaching a class, such as visual aids, are prepared, up-to-date, and present in the instruction space.
- **School procedures:** Familiarity with the inner workings of school, such as the structure of the relevant education support and management, the policies, and the regulations.

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	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%