

**School Administrative Unit #8  
Concord School District  
Job Description**

**TITLE:** Instructional/Education Assistant

**QUALIFICATIONS:**

- Para II Certification or equivalent required for Elementary and Middle School levels, Para I Certification or equivalent for High School level.
- Ability to effectively support professional staff lessons in all subject areas through the high school curriculum level, including but not limited to math, literacy (reading, writing, listening, viewing, and speaking), science, social studies, technology, and unified arts.
- At least one year of experience working with children is preferred.
- Experience and/or specialized training with individuals with special needs preferred.
- May require further specialized training (by related service staff such as Speech, OT, etc.) and/or skills to carry out specific school assignments.

**SKILLS:**

- Ability to accept assignments, while maintaining flexibility when situations warrant change; must be able to adapt readily to changes.
- Ability to remain calm and in control in response to situations with variable intensity.
- Ability to model respectful, responsible, safe behavior at all times.
- Ability to demonstrate strong communication skills, both verbal and written
- Ability to demonstrate effective human relations/customer service skills.
- Ability to follow and carry out instructions.
- Ability to use applicable district technology programs.

**REPORTS TO:** School Administration, Special Education Coordinator, or designee

**GENERAL SUMMARY:**

The Instructional/Educational Assistant assists the Professional and Administrative staff with the delivery of student support services in a broad spectrum of educational environments.

**ESSENTIAL JOB FUNCTIONS:**

**Instructional**

- Work with individual/assigned students to reinforce academic objectives.
  - When individual/assigned student is working independently, work with small groups to reinforce academic objectives.
  - Carry out team-designed classroom and behavior management strategies.
  - Contribute to academic and social progress to case manager.
  - Contribute information pertinent to ongoing and annual updates of student plans.
  - Provide anecdotal reports when deemed necessary.
  - Assist with the supervision of individual students during lunch periods, and on field trips.
  - Assist teachers with non-instructional duties, such as preparing materials for classroom activities, maintaining individual student work folders, preparing displays and bulletin boards, caring for materials and equipment, etc.
  - Perform clerical work as assigned.
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**Library Media Assistant**

- Assist the librarian in the normal daily procedures of the Library Media Center.

**Inclusion**

- Monitor students as designated.
- Provide one-on-one instruction as directed.
- Support academic success for individual students.
- Aid and support classroom instruction.
- Collect data on student performance and progress as directed.
- Assist with the implementation of social emotional learning practices.
- Maintain Medicaid records on a regular basis deemed by your LEA.

Work with specific students and in the general education classrooms. The focus is to make curriculum accessible to all students and to help provide what they need to be successful students, including assisting with curriculum modifications and scaffolding instruction; social interactions and appropriate behaviors; organization of self and materials; communications; and personal care.

**Other**

Perform other duties as assigned by the school principal or designated supervisor that is assigned by the building principal.

In addition to the above responsibilities, it is expected that each Instructional assistant will also:

- Maintain consistent attendance, which is important in meeting the Instructional needs of students.
- Maintain the same level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers.
- Exhibit patience, flexibility, and understanding necessary for dealing with a varied student population.
- Attend in-service trainings ( ) times per year, provided by the district.
- Attend building staff meetings as directed by your building principal.
- Oversee cafeteria, detention, in-school suspensions, etc.
- Maintain behavioral and academic standards, safety, attendance records, etc., in the above settings.
- Implement physical management plan to meet the health, hygiene, physical and behavioral needs of students as supervised or directed by a certified professional. This includes students with multiple handicaps, as well as non-ambulatory.

**EVALUATION:**

Annual evaluation to be completed by school principal or designee.

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