



Job Description

Job Title: Instructional Assistant

Job Summary:

The job of Instructional Assistant is done for the purpose/s of assisting, under direct supervision, the supervision and instruction of students and relieving teachers of routine clerical tasks. Assistance to the licensed teacher is achieved through the planning and implementation of assigned instructional programs for students who are not in categorical programs (e.g. special education, ELL).

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Experience Required: Prior job related experience, paid or volunteer, with school age children
- Education Required: Completed associates or higher degree, completed at least two years of study at an institution of higher education (72 college quarter hours or more) or met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment, knowledge of and ability to assist in instructing reading, writing, and mathematics
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance and First Aid/CPR card

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Skills to perform basic clerical functions & perform basic arithmetic calculations
- Ability to operate standard office equipment
- Use English in verbal and written form using correct grammar, punctuation and spelling
- Knowledge of principles of child development and instructional processes
- Abilities to sit for prolonged periods
- Understand and carry out oral and written instructions
- Maintain confidentiality of student records
- Meet schedules and deadlines, read/interpret/apply rules, regulations, policies, and rapidly learn methods and materials used in a variety of instructional situations
- Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity.

ESSENTIAL JOB FUNCTIONS:

- Assists through one on one and small group instruction and tutoring; can include assistance in the testing of students and performing a variety of clerical duties in support of the teacher
- Works under the supervision of an appropriately licensed teacher who assigns the instructional activities that the instructional assistant carries out
- Works in close and frequent proximity to the appropriately licensed teacher with access to assistance and consultation and regular monitoring
- Confer with teacher(s) to provide feedback on student performance in their areas of instructional responsibilities.

Job Description: Instructional Assistant
clm: 6/30/2015

- Conduct student testing using prescribed test batteries; correct tests and record scores on student(s); and inform teacher(s) of any unusual academic or behavioral needs
- Help support students in developing positive interpersonal relationships with peers and adults
- Promote safety of the students through the application of the district’s student management and safety guidelines
- Monitors individual students, classroom and/or playground activities for the purpose of providing a safe and positive learning environment
- Prompt and regular attendance

OTHER JOB FUNCTIONS:

- Maintains classroom equipment, materials, and students’ files, records, etc. for the purpose of ensuring availability of items as may be required
- Performs record keeping and basic clerical functions, scheduling, copying, etc. for the purpose of supporting the teacher in maintaining student files and providing classroom materials
- Administers first aid and medical assistance (e.g. tube feeding to students) for the purpose of providing appropriate care for ill, medically fragile and/or injured children
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Confers, under the supervision of the teacher, with teachers, parents, and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing of students' objectives
- Participates in various meetings for the purpose of sharing information and/or improving one's skills/knowledge
- Assists with the transportation needs of students, including supervision of students to and from the bus, supervision of loading and unloading of busses, and arranging for the transportation needs of students

***Applications must be submitted to TalentEd Recruit and Hire by the closing date in order to be considered for the position. All employees hired by the District into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$71.50 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.**

*Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment.
Gresham-Barlow provides equal access to individuals with disabilities.*

I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the functions of the position as assigned.

Employee Signature

Date

Supervisor Signature

Date

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