

Dayton School District #8 Job Description

Job Title: Instructional Assistant, Instructional Assistant II, SLC Assistant
Reports To: Classroom Teacher, Program Director and Superintendent
FLSA Status: Non-Exempt

JOB SUMMARY

This position assists in the educational process; to ensure student safety by providing consistent supervision; to model a positive attitude toward education; to communicate effectively with teachers; and to support students as they move to the next level academically, socially and personally. This position may also assist in the design and implementation of a curriculum for multiple handicapped students to facilitate meeting IEP goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following.

Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policies and procedures.
2. Assists students, individually or in groups, with lesson assignments (language development, reading, writing, grammar, and math).
3. Tutors students individually or in small groups to reinforce and follow-up learning activity(ies).
4. Oversees and supervises students during classroom activities, in the library, on field trips and at lunch and/or recess ensuring safety and security at all times.
5. Maintains accurate and current student records, attendance records and files.
6. Maintains a safe learning environment for students at all times.
7. Follows the prescribed daily schedule as outlined by the teacher.
8. Tests and evaluates students' abilities and progress as directed by teacher.
9. Assists teachers in correcting and recording student work and in testing students.
10. Assists staff with record keeping, copying, filing, grading assignments and taking attendance.
11. Assists the teacher in the set-up and maintenance of the classroom, materials and supplies.
12. Appropriately utilize technology to assist instruction.
13. Translate or interpret information from one language to another, if requested.
14. Assists the teacher in scheduling appropriate meetings and completion of paperwork.
15. Assists the teacher in developing educational materials (copying, typing, laminating, etc.).
16. Assists office staff and teachers with a variety of clerical duties including answering telephones, routing telephone calls or messages to appropriate staff, filing, typing, duplicating materials and operating general office machinery including photocopy machines, computers and fax machines.
17. Evaluates student injuries, determines course of action, performs minor first aid in compliance with District policies and completes required paperwork in a timely fashion.
18. Participates effectively at regular team meetings with teacher and other support staff using appropriate social skills, problem solving and conflict resolution strategies.
19. Maintains discipline in the absence of the teacher.
20. Reports safety, sanitary and fire hazards immediately to supervisor.
21. Maintains appropriate certifications and training hours as required.
22. Complies with applicable District, state, local and federal laws, rules and regulations.
23. Interacts thoughtfully and courteously with students, staff and community.
24. Works directly with students with a variety of special needs.

25. Assists in implementing Individual Education Plan (IEP) modifications at teacher's request.
26. Attends mainstream classroom(s) to assist special education students in achieving instructional and behavioral goals and providing supplemental support.
27. Assists students with tracking assignments.
28. Supervises students, ensuring safety and security at all times.
29. Maintains student records, attendance records and files as outlined by the teacher..
30. Assists the teacher in grading papers, recording behavior data, and record keeping.
31. Assists the teacher in the set-up and maintenance of the classroom, materials, and supplies.
32. Assists the teacher in scheduling, calendaring, attending and assisting with appropriate meetings and completion of paperwork as requested by the teacher.
33. Assists the teacher in developing educational materials (copying, data entry, laminating, etc.).
34. Assists the teacher in communicating with parents regarding student's progress and or behavior as requested by the teacher.
35. Assists students with managing behaviors, de-escalation and resolving conflicts.
36. Participates effectively at required meetings with teacher and other support staff using appropriate social skills, problem solving and conflict resolution strategies.
37. Assists teachers and students with progress monitoring, formative and summative assessments as directed by teacher.
38. Attends to self care needs of students including, but not limited to lifting, feeding, toileting, and hygiene.
39. Administers medication within the scope of District policies, state and federal law.
40. Maintains positive interactions with students, parents, and staff.
41. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following.

Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Maintains inventory of adaptive equipment.
4. Completes required paperwork and communication log(s), timely and accurately.
5. Reports issues to authorities as necessary, animal control, suspicious activity etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) or equivalent combination of education and experience. Associate's degree (A.A.) or equivalent from two-year college or technical school or at least one year related experience

- and/or training or equivalent combination of education and experience preferred. Must be highly qualified under state and federal requirements. Prior successful experience working in a school setting or with young children with various disabilities strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with young children with various disabilities.
 - **Language Skills:** Ability to communicate fluently in English both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to read and interpret documents such as safety rules, IEPs, lesson plans, data, memos, e-mails, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
 - **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute and apply rate, ratio and percent to practical situations. Ability to draw and interpret a variety of graphs.
 - **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
 - **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software, word processing software and computer programs used by the District. Ability to type accurately and proficiently.
 - **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in a dynamic environment and appropriately react to a wide spectrum of behaviors of disabled students.
 - **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Ability to obtain a valid CPR/First Aid card, Bloodborne Pathogens Exposure Prevention, Child Abuse: Mandatory Reporting and Sexual Conduct: Staff to Student training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally 100 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines a standard office setting including standard office equipment (fax, copier, phone, computer, etc.) with the standard classroom and/or adaptive classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bodily fluids and/or bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:
