



## **Instructional Assistant Job Description 2021-2022 School Year**

### **JOB SUMMARY:**

To aid the implementation of appropriate instructional programs in all learning environments that guide and encourage students to develop and fulfill their academic potential. Teaching assistants may be assigned to a single classroom, to a grade level, the SPED department, or a combination thereof. Work is performed under the supervision of the chief academic officer and principal.

### **Essential functions of the job may include but are not limited to the following:**

- Aid in delivering lesson plans and instructional materials that facilitate active learning
- Follow established procedures in schemes of work, lesson plans and tests
- Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support and differentiate instruction
- Manage student behavior in the classroom by establishing and enforcing rules and procedures
- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Provide appropriate feedback on work
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies
- Participate in department, school, district and parent meetings
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- Establish and communicate clear objectives for all learning activities
- Prepare classroom for class activities
- Observe and evaluate student's performance and development

### **Other functions of the job include but are not limited to the following:**

- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds
- Encourage parent and community involvement
- Participate in appropriate professional activities
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed
- Participate in Substitute Teaching within the school when assigned
- Other duties as assigned

### **Knowledge Skills and Ability Required:**

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.

- High School Diploma
- ParaPro Certification
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively orally and in writing.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology.
- Meet professional requirements of school, district and state.

### **Physical Requirements**

Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 30 pounds.