

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Instructional Assistant

FLSA: Non-exempt

GENERAL SUMMARY

Under direct supervision, provides general instructional and teaching assistance to assigned teacher(s). Conducts such duties to support instruction as preparing copies, preparing mailings, performing light typing and data entry, etc. May use computers in performing assigned tasks. Reports to assigned teacher(s) or Principal. Duties may be specialized as required by area of instruction, type of students, etc.

ESSENTIAL FUNCTIONS

Provides classroom teaching assistance such as reinforcing skills, monitoring in-school-suspension classroom and/or detention hall, completing roll call and student counts, administering make-up tests, etc. Assists teachers with academic instruction and classroom activities; prepares and disseminates materials for classroom activities.

Sets up classroom for special activities as assigned such as preparing materials for classroom, setting up charts, etc.

Demonstrates the ability to perform remedial instruction or tasks to reinforce learning initiated by teacher.

Exhibits the ability to work with students requiring individual or close attention, reads to children, listens to their reactions, and suggests improvements.

Is effective in monitoring groups of students engaged in drawing, writing, independent study or similar work.

Demonstrates the ability to observe and assist individual students that are experiencing difficulties.

Distributes and collects appropriate materials, sets up the classroom for instructional projects, and sets up and operates audio-visual equipment as needed.

Effectively supervises playground activities, monitors students in the cafeteria, during rest periods, coming on and off buses, or as they go to and from classes.

Demonstrates the ability to perform other classroom or school-wide clerical tasks; prepares, compiles, and makes copies of instructional materials and reports, files classroom or student records, distributes textbooks and other instructional materials appropriately.

Arranges for field trips (permission slips, arrangement of transportation, etc.), speakers/presenters, and related educational activities; accompanies class on field trips as required.

Provides clerical support by performing such duties as light typing and data entry, routine sorting and filing, and routine posting to ledgers.

Types, completes and/or files various records and forms.

Collects incoming monies for field trips, school pictures, and other school fees; prepares receipts for monies collected.

Performs miscellaneous tasks such as distributing materials, scheduling parent or teacher appointments, ordering supplies, scheduling tutoring, escorting students to other areas of the school, etc.

Operates general office equipment such as a typewriter, computer, copier, laminator, and calculator.

Willingly performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

High school graduate with one to two years of clerical experience. Must meet the District's Basic Skills Test requirements. A good knowledge of and understanding of child growth and development; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge:

Knowledge of proper grammar, spelling, and punctuation. Working knowledge of departmental policies, procedures, and operations. General knowledge of modern office equipment such as typewriters, copiers, and calculators. Knowledge of clerical functions such as typing, filing and sorting. Knowledge in the application of classroom instruction and teaching.

Skills/Effort:

Skill in the use of general office equipment such as calculators, typewriters, computers, copiers, etc. Good written and verbal communication, organization, basic mathematical, and telephone skills. Ability to interact with co-workers, students and school staff in a courteous and professional manner. Ability to provide assistance to teachers in classroom situations.

Working Conditions:

Conducts duties in an office environment with some exposure to environmental conditions, primarily due to the outside supervision of students. Physical demands are restricted to office work requiring the lifting/moving of items weighing up to 25 pounds. Occasional local travel may be required; no overnight travel is required. Job requires the operation of standard office equipment.

Responsibility:

No budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES/APPROVAL:

Date: _____

Date: _____

Date: _____