

4J SCHOOL DISTRICT

Job Title:	INSTRUCTIONAL ASSISTANT	Dot #: 099.327-010
Work Hours:	6 1/4 hours daily/185 days year. September through June 15	
Job Summary:	<ul style="list-style-type: none"> ·Performs a variety of clerical tasks in support of and preparation for the educational process as well as duties of instructional assistance to the teacher in a classroom setting. ·Facilitates the smooth operation of the educational program in one or more classes by attending to details which free the teacher to develop a comprehensive lesson schedule. ·Aids in preserving the unity of classroom advancement by tutoring students who have difficulty comprehending. ·Prepares, disseminates, collects, processes and stores or redistributes instructional materials used in class. 	
Qualifications:	<ul style="list-style-type: none"> ·High school diploma or equivalent. ·Previous training, education or experience in instructional techniques and behavioral management with students. ·Previous training in basic clerical skills and demonstrated ability to type. ·Ability to use or learn Apple IIe computer and word processing software. 	
ESSENTIAL JOB FUNCTIONS: (Constantly over 2/3 time, Frequently 1/3-2/3 time, Occasionally under 1/3 time, Rarely under 10% time)		
Physical:	<ul style="list-style-type: none"> ·Standing/Walking: Frequently; throughout workshift while performing classroom duties, P.E. classes, recess supervision, field trips. ·Sitting: Occasionally; while performing classroom duties. ·Lift/Carry: Frequently, 1-25 pounds; classroom instructional materials, books, binders, paperwork. For heavier lifting, assistance is available. ·Bending/Twisting: Occasionally; at knees/waist/neck while throughout day. ·Push/Pull: Occasionally, exerting a force of 5-20 pounds; while moving supplies. ·Climbing/Balancing: Rarely; may use step stool. ·Kneeling/Crouching/Crawling: Occasionally; may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior. ·Hands/Arms: Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required. ·Sight/Hearing/Speech: Constantly; to provide instructional assistance to student. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment. 	
Mental:	<ul style="list-style-type: none"> ·Must possess necessary communication skills, written and oral to complete assignments. ·Must be able to read, write speak English. Possess interpersonal skills to work well with various types of students. ·Must be able to work independently with assigned student and exercise creative problem solving ability. ·Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students. 	
Work Conditions:	<ul style="list-style-type: none"> ·Work is performed 80% within the school classroom setting. 20% is an outdoor educational setting such as physical education, recess, walking, field trips. ·Hazards may include slippery surfaces. ·Equipment: General office equipment, computer, 10-key, copier, sports equipment, outside equipment. 	