

4J SCHOOL DISTRICT

Job Title:	INSTRUCTIONAL ASSISTANT, CHAPTER 1	Dot #: 099.327-010
Work Hours:	6 1/4 hours daily/185 days year.	
Job Summary:	<ul style="list-style-type: none"> ·Provides a variety of services to assist teacher in classroom. ·Assists the teacher in planning and implementing educational and behavioral management programs. ·Performs a variety of clerical tasks in support of an preparation for the educational process. ·Works with lower quadrant students in reading and math at elementary school level. 	
Qualifications:	<ul style="list-style-type: none"> ·High school diploma or equivalent. ·Previous training, education, or experience in instructional techniques, and behavior management and modification methods. ·Previous training in basic clerical skills and demonstrate ability to type. 	
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, recess and lunchroom supervision. Assigned to five (5) separate classrooms during day which requires walking distance between 50-250 feet when changing classes. ·Sitting: Frequently; while performing classroom duties; can alternate with standing as needed. ·Lift/Carry: Occasionally, 1-10 lbs.; classroom instructional materials, books, binders, paperwork. Assistance can be provided with carrying of materials. ·Bending/Twisting: Occasionally; at knees/waist/neck while performing classroom activities. ·Push/Pull: Occasionally; using either hand/arm exerting 5-15 lbs. force; opening doors, drawers. ·Climbing: Occasionally; may occur in utilizing upstairs staff lounge. School is one-story except staff lounge. Adult bathroom located on first floor; Instructional Assistant work room on first floor. ·Kneeling/Stooping: Occasionally; retrieving items on floor or lower shelf. ·Hands/Arms: Frequent use of both in reaching/handling/grasping/fingering/gripping while performing a variety of administrative duties. Overhead reaching can be minimized. ·Sight/Hearing/Speech: Constantly; to provide instructional assistance to student. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment. ·Other Physical Demands: Position may require restraining unruly student behavior. Assistance is available by utilizing other staff. 	
Mental:	<ul style="list-style-type: none"> ·Frequent mental alertness required in teaching activity of assigned student. ·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 students, parents, and staff. ·Must be able to adapt to a work environment that can include variety, changing classrooms, and multiple tasks. ·Must be able to assist teacher in classroom supervision. 	
Work Conditions:	<p>Work is performed 85% within the elementary school classroom setting; 15% in lunchroom or playground supervision.</p> <p>Hazards: Slippery surfaces outside in inclement weather conditions.</p> <p>Equipment: General office and classroom equipment, computer, copier.</p>	