



## **Inst Asst 2 / General**

### **Purpose Statement**

The job of Inst Asst 2 / General is done for the purpose/s of providing support to the instructional program under the direction of the supervising teacher, with specific responsibilities for assisting in the supervision, care and instruction of students; assisting in implementing plans for instruction; monitoring student behavior; and providing information to appropriate supervising instructional staff.

This job is distinguished from similar jobs by the following characteristics: Works with assigned individuals to prevent or remediate academic or behavioral weaknesses.

This job reports to Teacher

### **Essential Functions**

- Administers classroom assignments, tests, homework, and make-up work under the direction of the classroom teacher for the purpose of supporting the teacher and students in the classroom.
- Attends meetings, conferences, and in-service training programs (e.g. paraeducator conference, medical needs trainings, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff for the purpose of assisting in evaluating progress.
- Conducts classroom activities and/or assignments under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Instructs students, individually or in small groups, with lesson assignments (e.g. reading stories, listening to students read, providing writing assistance, reinforcing English skills, providing spelling practice, facilitating activities assisting with computer programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Maintains instructional materials and/or manual and electronic files/records (e.g. test scores, etc.) for the purpose of ensuring availability of items; providing written references; and/or meeting mandated requirements.
- Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, enrichment classes, etc.) for the purpose of maintaining a safe and positive learning environment.
- Performs general clerical functions as assigned (e.g. copying, filing, laminating, collating, etc.) for the purpose of supporting the instructional program.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides instruction to students, under the direction of the classroom teacher, in a variety of activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives and contributing to students' success in school.
- Reports observations and incidents relating to specific students to appropriate instructional staff (e.g. progress, behavior, academic achievement, social interaction, etc.) for the purpose of improving students achievement, behavior, and socially appropriate interactions.
- Responds to emergency situations (e.g. student injuries, socially inappropriate behavior, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with others; work with similar types of data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

### **Required Testing**

Pre-employment Proficiency Test

### **Certificates and Licenses**

### **Continuing Educ. / Training**

Occasionally as needed to perform changing essential functions of position

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

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