

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Instructional Assistant - Building
Reports To: Building Principal

SUMMARY

Assists in providing a safe and positive environment within the school building by monitoring hallways, lunchroom, and common areas and procuring students when requested to counseling, nurse, or principal's office.

QUALIFICATIONS/REQUIREMENTS

Instructional Assistants must meet the qualifications specified by the Department of Elementary and Secondary Education (DESE) in order to obtain a substitute teacher certificate, and have a general understanding of the objectives of public school education. Instructional Assistants may initiate instruction and work independently with students.

ESSENTIAL JOB DUTIES

- Assists in student supervision throughout the day.
- Assists in building relationships with students and other staff to create a positive school culture.
- Monitors students in the gym, cafeteria, and hallways throughout the school day including morning and afternoon dismissal times.
- Assists with attendance/tardy sweep duties when needed.
- Monitors students during passing periods especially in high traffic areas.
- Runs passes daily and escort specific students to areas such as counseling office, principal's office, and to class as needed.
- Covers in classrooms in the event that a substitute teacher is not available to sub for an absent teacher.
- Checks hallways, restrooms, stairwells and other areas each hour to ensure students are in their classrooms for instruction as much as possible.
- Serves as chaperone on field trips, if needed.
- Communicates with office secretaries and principals regarding student whereabouts and misconduct.
- Supports/assists teacher and administrators with preparing and organizing school activities.
- Has the ability to instruct individual or small groups of students to reinforce skills.

OTHER DUTIES AND RESPONSIBILITIES

Performs other appropriate school related duties as assigned by the Building Principal.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current salary schedule and District Policy.

EVALUATION

Performance in this job will be evaluated annually in accordance with District Policy on evaluation of support staff.