

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Instructional Assistant
Reports To: Building Principal

SUMMARY

Assists in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

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

- Performs monitorial tasks (all under the direction of certificated staff member):
 - Supervises loading and unloading of buses.
 - Supervises lunch periods.
 - Supervises study periods.
 - Supervises recess and other playground activities.
 - Monitors tests.
 - Assists in the supervision of classroom parties, field trips and book fairs.
 - Escorts students to the washroom.
 - Supervises assemblies.
- Performs direct instructional support tasks (all under the direction of a certificated staff member):
 - Circulates in the classroom and gives help where needed.
 - Gives spelling tests.
 - Listens to students read individually.
 - Assists students in laboratory situations.
 - Works on specific skills with individual children in all subject areas.
 - Assists the teacher during art projects.
 - Helps students study for tests.
 - Gives make-up tests.
 - Assists in school plays.
 - Assists in role playing activities
- Provides emotional support and close supervision for the child having problems in the classroom.
- Works with small groups of students to reinforce objectives initially introduced by the teacher.
- Interprets behavior and non-verbal communication to the teacher.
- Takes over the class when an emergency requires the teacher to leave the room.

ESSENTIAL JOB DUTIES (cont'd)

- Supervises small group activities for special projects or research.
- Gives or repeats teacher prepared instructions.
- Reinforces a lesson presented by the teacher in a small group situation with different kinds of activities.
- Helps students with research projects.
- Assists with clerical duties.
- Participates in in-service training programs and faculty meetings.

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.