



## **Gervais School District**

ESTABLISHED 1834

## **INSTRUCTIONAL ASSISTANT**

### **QUALIFICATIONS:**

- Associates Degree, 72 quarter (48 semester) hours of post-secondary coursework or High School Diploma or equivalent, and pass a rigorous local assessment;
- Computer entry experience;
- Ability to operate standard office machines, including, computer, calculator, copy machine, and fax;
- Ability to comply with established policies or procedures necessary to complete job functions, with limited supervision;
- Exercise diplomacy and tact when dealing with staff, and maintain a high level of professionalism;
- Respect confidential information;
- Evidence of good leadership and citizenship qualities;
- An interest in students.
- Ability to communicate well with adults and children;
- Prior job-related experience recommended, but not required;
- Have a First Aid card, as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

### **REPORTS TO:**

- Assigned Supervisor or Building Principal.

### **JOB GOAL:**

- To assist in the achievement of teaching objectives by working with individual students or small student groups to help them achieve the skill levels of the class as a whole.

### **PERFORMANCE RESPONSIBILITIES:**

- Attend regularly.
- Notify school/department when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

### **Responsibilities include, but are not limited to, the following:**

- Administer, score, and record such achievement and diagnostic tests, as the supervisor recommends, for individual students;
- Work with individual students or groups of students;
- Assist the supervisor in devising special strategies for reinforcing material or skills;
- Guide independent study, enrichment work, and remedial work;
- Serve as a source of information and assistance to any substitute teacher assigned;
- Alert the regular supervisor to any problem, or special information about an individual student;
- Maintain a high level of ethical behavior;
- Perform clerical tasks, as required;
- Make minor decisions independently, according to District policy and regulations;
- Perform some minor First Aid;
- Maintain confidentiality of staff and student business;
- Assist the building program with non-instructional duties (playground, cafeteria, health screening, etc.);
- Participate in inservice training programs, as assigned;
- Maintain a safe, well-organized work area;
- Establish and maintain good working relationships; and
- Perform other duties, as assigned.

**PHYSICAL REQUIREMENTS**

- In an 8-hour day, an employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employees may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

**TERMS OF EMPLOYMENT:**

- According to Board policy and procedures, master contract, and school calendar.

**EVALUATION:**

- Performance will be evaluated annually, in accordance with Board Policy and established procedures.

I have received a copy of this job description.

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Signature

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Date