

## **Instructional Support Staff**



**WENTZVILLE**  
SCHOOL DISTRICT

## Instructional Support Staff Job Descriptions

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## Before/After Care Aide

# **Wentzville R-IV School District**

## **Position Description**

### **Position Title**

Before/After Care Aide

### **Reports To**

Coordinator of Before and After School Programs/Building Principal

### **Summary**

Responsible for assisting students in the before/after school care program. Responsibilities include, but are not limited to, creating a positive and safe learning environment for all children.

### **Qualifications/Requirements**

The Before/After Care Aide shall have earned a high school diploma or its equivalent. A minimum of one year experience in a related field is preferred.

### **Essential Job Duties**

- Provides emotional support and encouragement to students.
- Attend I.E.P. meetings as needed.
- Manage student behavior, including time on the playground.
- Assists in provision of physical care of students as needed.
- Communicate with parents regarding the students' performance, conduct, and attendance.
- Participates in all required meetings such as monthly staff meetings, workshops and conferences.

### **Physical Demands**

- Exert 50 to 100 pounds of force occasionally (33%), and/or
- Exert 25 to 50 pounds of force frequently (33-55%), and /or
- Exert 10 to 20 pounds of force often to move object

### **Mental Demands**

Ability to function in a multi-tasking environment. Flexibility to adapt to changing operational conditions. Excellent interpersonal and public relations skills. Ability to function in high stress situations. Ability to communicate clearly both verbally and in writing. Ability to read, learn and respond to a variety of job related subjects.

## **Other Duties and Responsibilities**

Performs other appropriate duties as assigned by the Coordinator of Before and After School Programs/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 established in accordance with the current pay plan and District Policy.

## **Evaluation**

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support personnel.

## **Revision History**

Revised: 09/24/2015

## **Before/After Care Facilitator**

# **Wentzville R-IV School District**

## **Position Description**

### **Position Title**

Before/After Care Facilitator

### **Reports To**

Coordinator of Before and After School Programs/Building Principal

### **Summary**

Responsible for a quality before and after school enrichment program for elementary students and their families. Responsibilities include, but are not limited to, creating a positive and safe learning environment for all children.

### **Qualifications/Requirements**

High school diploma or general education degree required. A minimum of one year experience in a related field is preferred.

### **Essential Job Duties**

- Design monthly lesson plans that are age appropriate and detail daily lessons for the program.
- Manage student classroom behavior, including time on the playground.
- Monitor student daily attendance and complete all office required notifications.
- Communicate with parents regarding the students' performance, conduct, and attendance.
- Participates in all required meetings such as monthly staff meetings, workshops and conferences.

### **Physical Demands**

- Exert 50 to 100 pounds of force occasionally (33%), and/or
- Exert 25 to 50 pounds of force frequently (33-55%), and /or
- Exert 10 to 20 pounds of force often to move object

### **Mental Demands**

Ability to function in a multi-tasking environment. Flexibility to adapt to changing operational conditions. Excellent interpersonal and public relations skills. Ability to

function in high stress situations. Ability to communicate clearly both verbally and in writing. Ability to read, learn and respond to a variety of job related subjects.

### **Other Duties and Responsibilities**

Performs other appropriate duties as assigned by the Coordinator of Before and After School Programs/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 established in accordance with the current pay plan and District Policy.

### **Evaluation**

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support personnel.

### **Revision History**

Revised: 11/08/2013

## **Before/After Care- Lead Facilitator**

# **Wentzville R-IV School District**

## **Position Description**

### **Position Title**

Before/After Care - Lead Facilitator

### **Reports To**

Coordinator of Before and After School Programs/Building Principal

### **Summary**

Under the direction of the Program Coordinator, plan, organize, and supervise activities for students. Plan and execute a safe and educational program in accordance with the purpose and goals of the Wentzville School District.

### **Qualifications/Requirements**

High school diploma or general education degree required. A minimum of one year experience in a childcare setting or related field required. Proven leadership abilities in dealing with students, staff, and parents and the ability to establish and maintain cooperative working relationships with building staff. Ability to communicate effectively, both orally and in writing. A background in elementary education is preferred.

### **Essential Job Duties**

- Act as a liaison between the Coordinator and Site Facilitators.
- Manage student behavior, including time on the playground.
- Maintain ongoing communications with the parents regarding their students.
- Effective organizational and interpersonal skills.
- Ability to exercise tact, discretion, and maintain confidentiality.
- Leads and trains Site Facilitators in policies and procedures.
- Reviews lesson plans, supply requests, and other materials needed in maintaining an active and effective program.
- Perform clerical duties in support of the site's program.
- Assist in the arrangement of substitutes when needed.
- Participates in all required meetings such as monthly staff meetings, workshops and conferences.

### **Physical Demands**

- Exert 50 to 100 pounds of force occasionally (33%), and/or
- Exert 25 to 50 pounds of force frequently (33-55%), and /or

- Exert 10 to 20 pounds of force often to move object

### **Mental Demands**

Ability to function in a multi-tasking environment. Flexibility to adapt to changing operational conditions. Excellent interpersonal and public relations skills. Ability to function in high stress situations. Ability to communicate clearly both verbally and in writing. Ability to read, learn and respond to a variety of job related subjects.

### **Other Duties and Responsibilities**

Performs other appropriate duties as assigned by the Coordinator of Before and After School Programs/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 established in accordance with the current pay plan and District Policy.

### **Evaluation**

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support personnel.

### **Revision History**

Revised: 10/17/2016

## **Instructional Assistant-Early Reading/Tutor**

# **Wentzville R-IV School District**

## **Position Description**

### **Position Title**

Instructional Assistant-Early Reading Instructor/Tutor

### **Reports To**

Building Principal

### **Summary**

The Early Reading Instructor/tutor will be responsible for delivering one-on-one, daily, scripted reading instruction to kindergarten students. The Early Reading Instructor/tutor will participate in weekly live coaching to support instructional quality and instructor development.

### **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. Candidates must be able to produce standard English phonemes with precision and consistency both in isolation and when blending them together into words (through connected phonation). Have excellent verbal and written communication skills in formal English. Pay meticulous attention to detail when preparing for instruction, attending to students, documenting students' progress, and implementing feedback from coaches. Instructional Assistants may initiate instruction and work independently with students.

### **Essential Job Duties**

- Assists in building relationships with students and other staff to create a positive school culture.
- Participate in onboarding training sessions before the start of tutoring, and engage in regular, weekly coaching sessions to continue to develop tutoring skills.
- Begin work punctually and follow tutoring schedules efficiently.
- Tutor each of the assigned students each school day.
- Complete any necessary preparation for instruction to ensure each student receives the instruction and support they need.
- Teach with fidelity to the scripted curriculum.
- Use creativity and resilience to engage and invest every student

### **Additional Essential Job Duties**

- Maintain high standards of accuracy by correcting students' errors immediately and consistently.
- Track each student's progress through the curriculum using the designated system.
- Maintain high expectations for every student.
- 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 established in accordance with the current pay plan and District Policy. This position is funded through grant funds and will be contingent upon funding year to year.

### **Evaluation**

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support personnel.

### **Revision History**

Revised: 05/16/2025

## **Instructional Assistant-SPED**

# **Wentzville R-IV School District**

## **Position Description**

### **Position Title**

Instructional Assistant-Special Education

### **Reports To**

Building Principal/Executive Director of Special Education

### **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 supportive instructional tasks and tutorial tasks under the direction of the assigned certified staff member.
- Monitors students during independent work activities and provides assistance, as needed.
- Provides tutorial assistance to students in one-to-one or small group arrangements.
- Provides practice and reinforcement activities for students as follow-up to direct instruction provided by the special education teacher.
- Provides direct instructional activities, planned by the special education teacher, as followup to initial instruction.
- Reads tests to and records responses from students needing this service as specified on the I.E.P.
- Assists in preparation of instructional materials.
- Performs supportive behavior management tasks under the direction of the assigned special education teacher.
- Assists in implementing the classroom behavior management system as designed by the special education teacher.

## **Additional Essential Job Duties**

- Informs teacher of behavior and interpersonal concerns among students.
- Provides emotional support and encouragement to students.
- Assists in the supervision of special education students throughout the school day (e.g., provide support services within regular classroom, loading/unloading of buses, lunch, recess, washroom, assemblies, and movement throughout the school building, off-campus job training sites).
- Monitors the classroom when an emergency or other responsibility (i.e. evaluation staffing, IEP, observation) requires the teacher to be out of the classroom.
- Participates in in-service training programs (minimum of 15 contact training hours during first year; 10 contact-training hours in subsequent years) and faculty meetings as directed by building administrator and/or the Assistant Superintendent of Student Services.
- Assumes role of substitute teacher when special education teacher is absent.
- Obtains specialized training, as needed, for area of assignment or unusual need of assigned children (e.g. Braille, sign language).
- Participates in individual student IEPs as needed.
- Assists special education teacher in evaluation activities and special education records management.
- Assists in provision of physical care of students as needed.
- Participates in current certification in Child/Adult CPR and training in emergency first aid provided by the district, if required by position.
- Assists special education teacher with clerical duties related to the special education program (e.g., inventory of materials).

## **Physical Demands**

- Exert 50 to 100 pounds of force occasionally (33%), and/or
- Exert 25 to 50 pounds of force frequently (33-55%), and /or
- Exert 10 to 20 pounds of force often to move object

## **Other Duties and Responsibilities**

Performs other appropriate school-related duties as assigned by the Building Principal/Executive Director of Special Education.

## **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 established in accordance with the current pay plan and District Policy.

**Evaluation**

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support personnel.

**Revision History**

Revised: 10/06/2022

## **Instructional Assistant-At Risk**

# **Wentzville R-IV School District**

## **Position Description**

### **Position Title**

Instructional Assistant - At-Risk

### **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**

- Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher.
- Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
- Helps students master equipment or instructional materials assigned by teacher.
- Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
- Assists students in computer labs.
- Assists with large group activities as drill work, reading aloud, and storytelling.
- Reads to students, listens to students read, and participates in other forms of verbal communication with students.
- Alerts the regular teacher to any problem or special information about an individual student.
- Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.

### **Additional Essential Job Duties**

- Maintains a high level of ethical behavior and confidentiality of information about students and parents.
- Plans individual and group work as assigned by the teacher.
- Maintains confidential information.
- Performs other duties as assigned.

### **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 established in accordance with the current pay plan and District Policy.

### **Evaluation**

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support personnel.

### **Revision History**

Revised: 10/06/2022

## **Instructional Assistant-Class Size**

# **Wentzville R-IV School District**

## **Position Description**

### **Position Title**

Instructional Assistant - Class Size

### **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.

## **Additional Essential Job Duties**

- 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.
- 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 established in accordance with the current pay plan and District Policy.

## **Evaluation**

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support personnel.

## **Revision History**

Revised: 10/06/2022

## **Instructional Assistant-Building**

# **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.

### **Additional Essential Job Duties**

- 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 established in accordance with the current pay plan and District Policy.

### **Evaluation**

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support personnel.

### **Revision History**

Revised: 10/06/2022

## **Special Education Instructional Assistant-Mentor**

# **Wentzville R-IV School District**

## **Position Description**

### **Position Title**

Special Education Instructional Assistant - Mentor

### **Reports To**

Building Principal

### **Summary**

Provides guidance, coaching, and support to newly hired Special Education Instructional Assistants to promote a successful transition into the role, strengthen instructional practices, and support student success.

### **Qualifications/Requirements**

The Special Education Instructional Assistant Mentor shall have a minimum of three (3) years of experience as a Special Education Instructional Assistant in the Wentzville School District and at least one (1) successful year as an IA within the building in which they will serve. The mentor must hold a current DESE Substitute Certificate, meet all qualifications for the Special Education Instructional Assistant position, and have no disciplinary actions within the previous two (2) years. The mentor must demonstrate professionalism, organization, effective communication, collaboration, and a commitment to supporting the professional growth of colleagues.

### **Essential Job Duties**

- Provides ongoing, non-evaluative coaching and feedback to newly hired Special Education Instructional Assistants.
- Conducts regularly scheduled check-ins to provide guidance, answer questions, and support problem-solving.
- Utilizes reflective questioning and strengths-based coaching to promote professional growth and goal setting.
- Shares district and building expectations, instructional best practices, and available resources.
- Collaborates with building administrators, Special Services staff, and other mentors to ensure consistent support for new Special Education Instructional Assistants.
- Models professionalism, collaboration, effective communication, and ethical practices.
- Participates in required mentor training and meetings.
- Maintains confidentiality of student and staff information.

## **Additional Essential Job Duties**

- Assists with onboarding activities for newly hired Special Education Instructional Assistants.
- Provides feedback to building administrators regarding mentoring needs and support strategies.
- Assists with other mentor-related responsibilities as assigned.

## **Other Duties and Responsibilities**

Performs other duties as assigned by the Building Administrator or designee.

## **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**

Selection of the Special Education Instructional Assistant Mentor shall be made upon the recommendation of the Building Administrator and Superintendent and approved by the Board of Education. Appointment shall be for a period not to exceed one (1) year. Employees appointed as a Special Education Instructional Assistant Mentor will receive an increase to their base hourly rate of pay as set for the duration of their appointment.

## **Evaluation**

Performance in this position will be evaluated in accordance with the provisions of District policy on the evaluation of support personnel.

## **Revision History**

Adopted: July 2026

## Library Assistant

# **Wentzville R-IV School District**

## **Position Description**

### **Position Title**

Library Assistant

### **Reports To**

Building Principal

### **Summary**

Provides support for the library program so that both faculty and students can take full advantage of the resources available in the library.

### **Qualifications/Requirements**

Library 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. They shall possess adequate clerical skills (i.e., typing, filing) and interpersonal skills necessary for working with both adults and children.

### **Essential Job Duties**

#### Librarian Support

- Maintains circulation desk
- Makes library cards
- Establishes and maintains library ID files
- Compiles and records daily circulation records
- Changes dates in book charger
- Checks-out and renews books
- Cards returned books
- Retypes charge cards, pockets, and spine labels, as needed
- Types and distributes overdue notices
- Maintains lists of overdue materials and fines, and informs office, as requested
- Determines and collects fines and other fees
- Processes and keeps in order the periodicals collection, records, reception, claims missing issues, and files current magazines in jackets for library use
- Processes non-current issues for circulation
- Files periodicals (all formats)
- Retrieves materials, as requested

## **Additional Essential Job Duties**

- Assists with all inventories
- Reports missing items
- Assists in minor repairs
- Assists in preparation for rebinding
- Collects mail from the office and discards useless items
- Shelves books and monitors shelves to restore the correct Dewey order
- Makes suggestions for materials selection
- Supervises library aides and students on passes
- Types purchase orders. Handles routine correspondence regarding purchasing, reports, overdue books and fees, periodicals, etc., as needed
- Assists with processing materials
- Assists with filing of catalog cards, and other filing tasks
- Prepares and duplicates necessary forms and reports, as directed
- Performs general housekeeping duties between classes as needed

### Faculty Support

- Assists in procuring materials
- Checks out library equipment
- Schedules facilities and equipment
- Assists with lamination of materials
- Calls other libraries for material searches; makes interlibrary loans
- Assists with reference questions
- Assembles special and reserve collections

### Student Support

- Provides coverage in classrooms when a substitute is not available
- Supervises study time before and after school
- Assists with finding materials and reference questions
- Assists in the use of library equipment and materials
- Keeps library facilities open and assists in the absence of librarian
- Proctors student tests

### General Support

- Answers the phone
- Receives and assists guests

## **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 established in accordance with the current pay plan and District Policy.

## **Evaluation**

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support personnel.

## **Revision History**

Revised: 06/04/2024

## Paraprofessional

# **Wentzville R-IV School District**

## **Position Description**

### **Position Title**

Paraprofessional

### **Reports To**

Building Principal/Assistant Superintendent for Special Services

### **Summary**

To improve the educational program by assisting the instructional and administrative staff.

### **Qualifications/Requirements**

Special Education Paraprofessionals shall have a minimum of a high school diploma or its equivalent and be competent in the duties to be performed.

### **Essential Job Duties**

- Performs supportive instructional tasks under the direction of the assigned special education teacher.
- Monitors students during independent work activities and provides assistance as needed.
- Provides tutorial assistance to students in one-to-one or small group arrangements.
- Provides practice and reinforcement activities for student as follow-up to direct instruction provided by the special education teacher.
- Reads tests to and records responses from students needing this service as specified on the I.E.P.
- Assists in preparation of instructional materials
- Performs supportive behavior management tasks under the direction of the assigned special education teacher.
- Assists in implementing the classroom behavior management system as designed by the special education teacher.
- Informs teacher of behavior and interpersonal concerns among students.
- Provides emotional support and encouragement to students.
- Assists in the supervision of special education students throughout the school day (e.g., provide support services within regular classroom, loading/unloading of buses, lunch, recess, washroom, assemblies, movement throughout the school building, on - and off-campus job training sites).

## **Additional Essential Job Duties**

- Participates in in-service training programs (minimum of 15 contact training hours during first year; 10 contact training hours in subsequent years) as directed by building principal and/or the Assistant Superintendent for Special Services.
- Participates in individual student I. E. P. as needed.
- Assists the special education teacher in evaluation activities and special education records management.
- Assists in provision of physical care of students as needed.
- Participates in current certification in Adult/Child CPR and training in emergency first aid provided by the district, if required by position.
- Assists special education teacher with clerical duties related to the special education program (e.g., inventory of materials).
- Rides the school bus to help protect student safety and comfort while being transported.
- Assists children on/off the bus.

## **Physical Demands**

- Exert 50 to 100 pounds of force occasionally (33%) or and/or
- Exert 25 to 50 pounds of force frequently (33-55%) and/or
- Exert 10 to 20 pounds of force often to move object

## **Mental Demands**

Ability to function in a multi-tasking environment. Flexibility to adapt to changing operational conditions. Excellent interpersonal and public relations skills. Ability to function in high stress situations. Ability to communicate clearly both verbally and in writing. Ability to read, learn and respond to a variety of job related subjects.

## **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 established in accordance with the current pay plan and District Policy.

**Evaluation**

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support personnel.

**Revision History**

Revised: 11/08/2013

## **Parents as Teachers Parent Educator**

# **Wentzville R-IV School District**

## **Position Description**

### **Position Title**

Parents as Teachers-Parent Educator

### **Reports To**

Coordinator of Early Learning

### **Summary**

To train parents of preschool children (ages 0-5) to provide life experiences for their children which foster intellectual emotional, and psychological growth needed for later success in school.

### **Qualifications/Requirements**

The Parent Educator shall have completed a Parents As Teachers training program. A Bachelors degree in education or a related area is required.

### **Essential Job Duties**

- Plans and Implements personal family visits.
- Participates in recruitment activities.
- Conducts screening activities.
- Participates in group meetings.
- Maintains accurate records of home visits.
- Reports on screening results to Coordinator that warrant referral
- Supervises children in play activities at scheduled times.
- Fosters positive, supportive relationships between parents and the school community.
- Seeks professional growth opportunities in early childhood education.

### **Other Duties and Responsibilities**

Performs other appropriate duties as assigned by the Coordinator of Early Learning.

### **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 established in accordance with the current pay plan and District Policy.

### **Evaluation**

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support personnel.

### **Revision History**

Revised: 10/15/2009

## Recess/Noon Duty

# **Wentzville R-IV School District**

## **Position Description**

### **Position Title**

Recess/Noon Duty

### **Reports To**

Building Principal

### **Summary**

To improve the educational program by assisting the instructional and administrative staff.

### **Qualifications/Requirements**

Supervision Clerks shall have a minimum of a high school diploma or its equivalent and be competent in the duties to be performed.

### **Essential Job Duties**

- Supervises students in the cafeteria during lunch periods.
- Assists support services personnel in the cafeteria to maintain clean and sanitary conditions for student use.
- Supervises students on the playground during recess periods.
- Immediately contacts the school nurse and principal, in the event first-aid needs to be administered to a student.
- Performs needed errands as directed by the principal.
- Performs other duties as assigned by the building principal.

### **Other Duties and Responsibilities**

Performs other appropriate duties as assigned by the 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 established in accordance with the current pay plan and District Policy.

**Evaluation**

Performance in this position will be evaluated daily in accordance with District Policy on evaluation of substitute staff.

**Revision History**

Revised: 10/15/2009

# Sign Language Interpreter

# **Wentzville R-IV School District**

## **Position Description**

### **Position Title**

Sign Language Interpreter

### **Reports To**

Assistant Superintendent of Special Services

### **Summary**

Sign interpret, oral interpret, or transliterate in special education and/or regular classrooms at a normal conversational rate.

Provide interpreting and other support services to students with deafness/hearing loss in the school district. Facilitate communication among students with deafness/hearing loss and their deaf/hard of hearing peers, hearing peers, the classroom teacher, and other personnel in the school system.

The Sign Language Interpreter must be able to work as part of a team; communicate positively with students, teachers, parents, and other personnel; evaluate a situation and act appropriately; and perform duties with an awareness of all district requirements and Board of Education policies. The Sign Language Interpreter must also demonstrate appropriate respect, discretion, and confidentiality in discussing student behavior and concerns in the presence of students, teachers, parents, and other school personnel.

The Sign Language Interpreter must interpret (convey the spoken message to a student with deafness/hearing loss at his/her level of language comprehension via sign language and finger spelling appropriate to that student), oral interpret (use voice to convey what the student with deafness/hearing loss signs and finger spells) when required, or transliterate (verbatim signing and finger-spelling of a spoken message to a student with deafness/hearing loss) in special education and /or regular education classrooms

### **Qualifications/Requirements**

Completion of an Interpreter Preparation Program is preferred. Hold current certification as outlined by the Missouri Commission for the Deaf and Hard of Hearing's Board of Certification of Interpreters. Hold current Missouri license from the Division of Professional Registration.

## **Essential Job Duties**

- Provides expressive and voice interpreting (may include ASL, PSE, SEE I, SEE II, MLS, or other systems student uses) and/or oral interpret for students with deafness/hearing loss in regular education and special education classrooms.
- Interprets or transliterates for students with deafness/hearing loss in extracurricular activities as assigned.
- Assists diagnostic personnel in communicating with students with deafness/hearing loss during evaluation situations as assigned.
- Interprets or transliterates for students with deafness/hearing loss in counseling or scheduling situations.
- Participates in educational team meetings when asked.
- Contributes to the development and review or progress on the Individual Education Plan (IEP), providing insight on the success of communication strategies.
- Discusses problem areas or needs for special instructional modifications with the Teacher of the Deaf/HH prior to implementation.
- Participates in other duties as determined appropriate by the educational team, supervisor, Teacher of the Deaf/HH, or the Program Coordinator.
- Prepares for demanding course material as necessary for successful interpreting and/or transliterating.
- Meets with the Teacher of the Deaf/HH periodically to discuss working relationships and student progress. May be asked to use a check sheet for mainstreamed classes.
- Conferences with the Teacher of the Deaf/HH when services are not needed in the regular education classroom to determine if other duties are needed or to report how time will be utilized. This may include previewing materials, making notebook entries, assisting with general classroom duties such as helping to create manipulatives and worksheets (including coloring, cutting, pasting, copying, filing, reproducing materials, record keeping, behavior management, student assistance/supervision, etc.)
- Provide immediate feedback to classroom teacher in regards to student's comprehension of lesson when requested.

## **Other Duties and Responsibilities**

Performs other appropriate duties as assigned by the 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 established in accordance with the current pay plan and District Policy.

### **Evaluation**

Performance in this position will be evaluated daily in accordance with District Policy on evaluation of substitute staff.

### **Revision History**

Revised: 08/09/2012

## **Substitute Teacher**

# **Wentzville R-IV School District**

## **Position Description**

### **Position Title**

Teacher- Substitute

### **Reports To**

Building Principal

### **Summary**

Enables each child to pursue his/her education as effectively as possible in a safe environment in the absence of the regular teacher.

### **Qualifications/Requirements**

- High School Diploma or equivalency certificate.
- Thirty Six (36) college credit hours from an accredited college/university OR completion of the 20 hour DESE approved Substitute Teacher training program
- Valid Missouri Substitute Teaching certificate.
- Experience with educational applications preferred.
- Excellent human relations skills
- Experience with young people, and prior experience in a school setting preferred.

### **Essential Job Duties**

- Assumes responsibility for overseeing student behavior in class and during lunch or other assigned areas.
- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned as directed by the regular teacher and which good teaching practice dictates.
- Teaches the lesson(s) outlined and described in the lesson plans prepared by the absent teacher.
- Monitors and reports school safety conditions to the building principal.
- Maintains confidentiality.
- Reports immediately to the building principal or the school secretary upon arrival at the school.
- Reports to assignment 30 minutes prior to the opening of school.

## **Additional Essential Job Duties**

- Reviews, when necessary, with the principal, department head, or neighboring teacher, all plans and schedules to be followed during the teaching day.
- Consults, as appropriate, with the building principal, department head, neighboring teacher or team leader before initiating any teaching or other procedures not specified in the lesson plans prepared by the absent teacher.
- Reports on the form provided by the school secretary or regular teacher on the day's activities at the conclusion of each teaching day.
- Operates and cares for equipment used in the classroom for instructional purposes.
- Works directly with teachers and assists with the supervision of students during emergency drills, assemblies, hall passing and recesses.
- Checks and records students' attendance.
- Alerts the regular teacher to any problem or special information about an individual student.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of the regular teacher

## **Other Duties and Responsibilities**

Performs other appropriate school related duties as assigned by the Building Principal and/or the Assistant Superintendent of Academic Services.

## **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 will be in accordance with current pay plan and District Policy.

## **Evaluation**

Performance in this position will be evaluated daily in accordance with District Policy on evaluation of substitute staff.

## **Revision History**

Revised 07/15/2021

Revised 10/06/2022

## **Title I-Instructional Assistant-Tutor**

# **Wentzville R-IV School District**

## **Position Description**

### **Position Title**

Title I - Instructional Assistant - Instructor/Tutor

### **Reports To**

Building Principal

### **Summary**

The Title I Instructor/tutor will be responsible for delivering one-on-one or small group instruction to elementary students on a part-time basis, not to exceed 20 hours weekly.

### **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. Candidates must be able to produce standard English phonemes with precision and consistency both in isolation and when blending them together into words (through connected phonation). Have excellent verbal and written communication skills in formal English. Pay meticulous attention to detail when preparing for instruction, attending to students, documenting students' progress, and implementing feedback from coaches. Instructional Assistants may initiate instruction and work independently with students.

### **Essential Job Duties**

- Assists in building relationships with students and other staff to create a positive school culture.
- Participate in onboarding training sessions before the start of tutoring, and engage in regular coaching sessions to continue to develop tutoring skills.
- Begin work punctually and follow tutoring schedules efficiently.
- Tutor each of the assigned students each school day.
- Complete any necessary preparation for instruction to ensure each student receives the instruction and support they need.
- Teach with fidelity to the scripted curriculum.
- Use creativity and resilience to engage and invest every student

### **Additional Essential Job Duties**

- Maintain high standards of accuracy by correcting students' errors immediately and consistently.
- Track each student's progress through the curriculum using the designated system.
- Maintain high expectations for every student.
- 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 are to be in accordance with the current salary schedule and district policy. This position is funded through grant funds and will be contingent upon funding year to year.

### **Evaluation**

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

### **Revision History**

Revised 07/31/2025

## **Title I-Inst Asst-Instr/Tutor Social Emotional Sup**

# **Wentzville R-IV School District**

## **Position Description**

### **Position Title**

Title I - Instructional Assistant - Instructor/Tutor Social Emotional Support

### **Reports To**

Building Principal

### **Summary**

The Title I Instructor/tutor will be responsible for delivering support to elementary students on a part-time basis, not to exceed 30 hours weekly.

### **Qualifications/Requirements**

Must meet the qualifications established by the Department of Elementary and Secondary Education (DESE) to obtain a Substitute Teacher Certificate. Demonstrate understanding of the goals and objectives of learning within a public school education setting. Excellent verbal and written communication skills in formal English. Strong attention to detail in preparing instructional materials, supporting student learning, documenting progress, and implementing feedback from coaches or supervisors. Ability to work both collaboratively and independently, including initiating and delivering instruction to students as needed.

### **Essential Job Duties**

- Assists in building relationships with students and other staff to create a positive school culture.
- Participate in onboarding training sessions before the start of tutoring, and engage in regular coaching sessions to continue to develop tutoring skills.
- Begin work punctually and follow tutoring schedules efficiently.
- Tutor each of the assigned students each school day.
- Complete any necessary preparation for instruction to ensure each student receives the instruction and support they need.
- Teach with fidelity to the scripted curriculum.
- Use creativity and resilience to engage and invest every student
- Maintain high standards of accuracy by correcting students' errors immediately and consistently.
- Track each student's progress through the curriculum using the designated system.

### **Additional Essential Job Duties**

- Maintain high expectations for every student.
- 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 are to be in accordance with the current salary schedule and district policy. This position is funded through grant funds and will be contingent upon funding year to year.

### **Evaluation**

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

### **Revision History**

Revised 11/13/2025