

**Job Title:** Instructional Assistant II: Academic Support

**Reports To:** Licensed Teacher and Principal

**Work Days:** 182

**FLSA Status:** Non-Exempt

## **JOB SUMMARY**

Under the direction of the licensed educator and school Principal, the Instructional Assistant has a variety of support responsibilities. These include but are not limited to assisting in preparation of academic materials, working with small learning groups to support both our community of learners with curricular support and Positive Behavior Interventions and Support (PBIS) while supervising individual and small groups of students both in the general education classroom and resource spaces located throughout the school.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Consistently demonstrate a growth mindset and positive attitude in an effort to serve as a model for the education community.
2. Assist licensed educator in both the general education and other resource spaces located throughout the school by supervising and assisting students individually and in small groups with classroom literacy, math activities, and social emotional learning and possibly positive behavioral intervention.
3. Just as with academic interventions, some students require behavioral interventions to support their individualized needs and development. Some interventions may be physical in nature and require appropriate training, safety equipment or physical ability.
4. Support students with utilization of technology as directed by licensed educator.
5. Collect and track appropriate data for academic, social emotional or behavioral interventions as directed per instructions communicated by school team members following intervention protocol.
6. Follow prescribed daily individual and small learning group instruction plans as outlined by school team members to present or reinforce learning concepts.
7. Provide for physical and emotional safety of individual students as well as providing safety for students in the group.
8. Demonstrate flexibility, reliability and promptness in meeting student and classroom needs, including accepting changes to daily schedule and/or student assignments with short notice.
9. Effectively participate in regular team meetings with licensed educators and other support team members demonstrating appropriate social skills, problem solving and conflict resolution strategies.
10. At times, participation in meetings or trainings could result in having to flex the regular work schedule.
11. Interact thoughtfully and courteously with students, parents, community, and school team members and resolve conflict in a professional manner.
12. Appropriately maintain and secure confidential records and student information. Directs inquiries about students to appropriate licensed team member or administrator.
13. Supervise a variety of student activities including, but not limited to outdoor and indoor student recess periods, arrival and dismissal periods, cafeteria, field trips, outdoor school, hallways and other areas where students gather.

14. Adhere to district personal protective equipment (PPE) protocols and procedures outlined in student behavior plans as well as identify the need for PPE or changes in PPE protocol - which might include the need for replacement or new equipment, the discontinuation of the use for a plan, or seek out additional PPE should it be needed.
15. Assist school team members in developing educational materials (copying, typing, laminating, etc), setup and maintenance of classroom, materials and supplies and may schedule appropriate meetings and complete paperwork.
16. Assist with loading and unloading students from buses using appropriate safety equipment.
17. Due to (a) the nature and scope of the essential functions, (b) the importance of personal interactions between this position, employees, students, and other members of the public, and (c) the availability of job-related tools, equipment and resources at work, performance of the essential functions requires regular, consistent, on-site attendance while working independently and with others.
18. Other duties may be assigned as needed. As student needs evolve the day to day essential functions may vary.
19. Obtain special training as directed to meet unique needs of assigned student(s). Maintain appropriate certifications and training hours as required.
20. Report safety, sanitary and fire hazards immediately to supervisor.
21. Follow and maintain knowledge of all District policies and procedures.

### **SUPERVISORY RESPONSIBILITIES**

Employee has responsibility for supervising students and assisting in maintaining a safe environment.

### **MINIMUM QUALIFICATIONS**

- Associate Degree or equivalent from a 2-year college or Technical School; 48 semester credits or 72 quarter credits of college coursework; or successfully completed WorkKeys or ParaPro Certificate.
- Submission of complete and professional application materials.

### **PREFERRED QUALIFICATIONS**

- Bachelor's Degree
- Elementary teaching or assistance experience
- Title IA experience or prior successful experience working in a school setting or with students strongly preferred
- Prior successful experience supporting positive student behavior in a school setting
- Bilingual and bi-literate, English and Spanish preferred

### **KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas and contributing to building a positive team spirit.
- Demonstrated ability to successfully work with students.
- Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students and other school team members. Ability to verbally respond to common inquiries from students. Ability to read and interpret simple instructions, short correspondence and memos. Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, verbal, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ask for assistance when needed.
- Ability to effectively use a computer to utilize Google Suite Apps.
- Ability to appropriately communicate with students, licensed educators, and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- Certificates as determined by the District and ability to obtain a valid CPR/First Aid card.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. May be exposed to outdoor weather conditions and bloodborne pathogens.

## **OTHER**

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment.

The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

**NON DISCRIMINATORY**

Redmond School District is committed to equal opportunity and non-discrimination in all of its educational and employment activities. The District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, disability, marital status, or age in its programs and activities.

**Approved By:** Human Resources

**Updated:** June 2024

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_