

INSTRUCTIONAL SUPPORT ASSISTANT

Purpose Statement:

The job of Instructional Support Assistant is done for the purpose/s of working with individual and/or small groups of students, under the supervision of assigned administrator, in the supervision and instruction of students to assist in providing a positive learning environment that allows for students' personal, social and intellectual development.

Essential Functions

- Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.
- Collaborates with others for the purpose of assessing student progress, planning individual or group curriculum, evaluating instructional materials, etc.
- Demonstrates good habits for the purpose of improving the quality of students outcome and encouraging student development.
- Guides students in independent study (e.g. enrichment work, remedial work, etc.) for the purpose of ensuring student success.
- Implements, under the supervision of assigned administrator, instructional programs and lesson plans for the purpose of improving students' academic success through a defined course of study.
- Maintains classroom equipment, work area, students files/records (e.g. adapting instructional materials, cleaning work area, taking attendance, checking homework, grading papers, audio visual equipment, bulletin boards, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors individual students, classroom, library, playground activities, etc. for the purpose of ensuring a safe and positive learning environment.
- Participates in various meetings (e.g. training, department meetings, professional development, etc.) for the purpose of collaborating with other personnel, conveying and/or gathering information required to perform functions and/or addressing professional development requirements.
- Performs record keeping and clerical functions (e.g. copying, correcting papers, attendance, phone calls, etc.) for the purpose of supporting the teacher and/or in providing necessary records/materials.
- Prepares documents in standardized formats for the purpose of providing written documentation and/or conveying information.
- Prepares instructional materials (e.g. textbooks, learning package materials, supplies, equipment, etc.) for the purpose of implementing lesson plans, providing documentation of student progress, and addressing State requirements.
- Reads to students for the purpose of explaining words/meanings, re-phrasing materials and providing learning examples.
- Translates verbal and written communication(s) as assigned for the purpose of assisting students, teachers and parents in communications.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups including individuals with limited English fluency; motivating students, being patient, maintaining confidentiality; setting priorities; working as part of a team; and working in an instructional environment with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under a generally hazard free environment.

Experience Job related experience is desired.

Education Bachelors degree in job related area.

Required Testing

Physical Exam/TB Screening

Continuing Educ. / Training

10 - 20 hours of staff development annually

Certificates & Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Kansas Bureau of Investigations/Social & Rehabilitation Services

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 14