



**CLASSIFICATION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Instructional Assistant	Department: Teaching & Learning	Bargaining Unit:
Immediate Supervisor: Principal	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the direction the Principal and guidance of licensed instructional staff, this classification represents a broad grouping of varied positions providing instructional support and assistance to children. Positions assigned to this classification are expected to have gained or learned basic knowledge, skills and fundamentals in learning theory, child development, and general instructional fundamentals in order to work in the classroom with groups of students or 1:1 in the areas of instructional reinforcement and student learning assistance. Responsibilities and duties involve assisting and guiding students in the reinforcement of district curriculum and academic subject areas such as reading, math, science, language or other classroom subjects by reinforcing lesson plans, and assisting licensed staff in monitoring student behaviors in the classroom. Positions assigned to this classification also provide assistance and support in terms of preparing exercises/drills for students which are better suited to their learning needs, recording tests, copying materials for the classroom, correcting papers/tests, updating and maintaining classroom records, files and supplies, assessing and monitoring student performance using standardized evaluation tools, and proctoring various assessments in computer labs, as assigned. Specific duties and responsibilities of any position will vary from program-to-program and building-to-building.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision-making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reinforces, practices and reintroduces reading, math, science, language and other academic instructional subjects, concepts and lessons delivered in the classroom by licensed instructional staff.
 - a) Works with individual students according to their individual needs.
 - b) Tutors and re-teaches specific instructional concepts/skills, reviews and assists in homework.
 - c) Assists licensed staff in adapting and modifying lesson plans for students in need of additional reinforcement/practice.
 - d) Works with students in the classroom in small groups or on a 1:1 basis while licensed staff are working with individual students or larger groups of students.
 - e) Assists reading teacher with small group rotation work and small groups of students working on computer or independent reading.
 - f) Assists in recognizing students in need of additional academic support.
- Assists in the assessment and scoring of student progress using standardized evaluation tools. Enters goals and scores.

Serves as a test monitor and proctors a variety of assessment and testing in computer labs including: AIMSWeb timed reading tests, MCA, OLPA, MAP.

- Connects with parents of students who are struggling with assignments and homework. Works with parents, as appropriate, regarding ways to help a student at home, under the direction of teaching staff.
 - a) Assembling classroom materials and supplies, as needed.
 - b) Typing tests, handouts or other materials.
 - c) Copying and duplicating materials needed for lesson plans.
 - d) Assists in correcting tests, scoring tests, documenting and recording test results, etc.
 - e) Performs general cleaning and housekeeping activities within the classroom.
- Meets with instructional staff to discuss student needs and student progress. Provides input and assists staff in identifying problems, concerns, issues or student progress.
- Helps monitor student behavior and models appropriate behavior in the classroom.
- Performs other duties of a comparable level or type, as required.
 - a) Attends staff meetings and training sessions.
 - b) Assists in special projects, as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION:	
	less than high school diploma		Type of degree: (B.S., M.A., etc.)
	High school diploma or GED.		Associates degree or equivalent
	1 year college	x	2 years college
	3 years college		4 years college
	1st year graduate level		Major field of study or degree emphasis:
	2nd year graduate level		
			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
			<ul style="list-style-type: none"> • Knowledge of basic math, reading, language, science, or other academic concepts pertinent to area of assignment. • Knowledge of general learning concepts, theories and fundamentals. • Knowledge of child development fundamentals and concepts. • Knowledge of problem solving and conflict resolution techniques. • Knowledge of behavioral management strategies, crisis intervention and methods. • Knowledge of district policies, guidelines, rules or philosophy pertaining to discipline and appropriate student behavior and consequences.

Required Work Experience in Addition to Formal Education/Training:

No previous experience.

LICENSE/ CERTIFICATION	Identify licenses/certification required: No specific licenses or certification required to gain entry into the classification. District may require specific certifications, courses and/or licenses after hiring depending upon the specific job assignment, or needs of the district.
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Supervising student behavior and applying consistent consequences for appropriate and inappropriate behaviors. • Adapting lesson plans to the individual needs of students to facilitate their learning and to assist them in meeting any individual objectives or standards. • Reading and interpreting documents, administrative policies, manuals, department guidelines and operational procedures. • Writing routine correspondence, routine reports, memos, documents, charts or other correspondence/recording keeping requirements of the job. • Presenting, reintroducing and reinforcing information in 1:1 and/or small group situation to students. • Taking instruction from and direction from licensed personnel and following classroom/program routines. • Learning and applying academic subject material relevant to their duties and needed in the reinforcement or tutoring of students. • Interacting with and serving as a role model concerning learning and behaviors . • Dealing appropriately and consistently with student conflict and behavioral issues in accordance with district guidelines and disciplinary principles. • Providing input concerning individual student progress, issues or concerns. • Proctoring standardized testing and evaluation tools utilized by the district..
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HAZARDOUS WORKING CONDITIONS	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Work is performed typically in a school in a classroom setting. Position holders may be exposed to student conflicts, inappropriate behaviors, acting out behaviors and verbal outbursts depending upon job assignment. The potential for risks and hazards can best be characterized as minimal.</p>
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

<u>Physical Activities</u>	<u>Amount of Time Spent</u>				<u>Amount of Time Spent</u>				
	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	No ne	1/3 Less	1/3 to 2/3	Over 2/3
Stand			x		Up to 10 lbs			x	
Walk				x	Up to 25 lbs	x			
Sit		x			Up to 50 lbs	x			
Use hands to finger, handle or feel			x		Up to 100 lbs	x			
Reach with hands and arms				x	Over 100 lbs.	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl			x						
Talk or hear				x					
Taste or smell	x								



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 4/2015 by BCC, Updated 5/2015.