

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Classified - Instructional Assistant
Reports To: Building Principal or Designee
Approved By: Board of Education Approval Date: June 9, 2020

SUMMARY

To provide children in the district a smooth functioning class environment, which allows them to take full advantage of the instructional program and the available resource materials.

QUALIFICATIONS:

Instructional Assistants must have:

- Completed two (2) years as a student at an institution of higher education: or
- Obtained an associate's (or higher) degree; or
- Passed the Para Pro

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Work with small groups, students, or individual students to reinforce material initially introduced by the teacher.
2. Assist individual children in need of special attention.
3. Supervise drill work, guided independent study, enrichment work, and remedial work for children as arranged by the teacher.
4. Check notebooks, correct papers, supervise testing, and makeup work of children.
5. Demonstrate positive interpersonal relationships with students and staff.
6. Participate in In-Service training programs as planned to upgrade knowledge and understanding of student learning, as directed by the principal.
7. Keep a daily log of lessons in which students are engaged.
8. Complete written reports as required.
9. Instructional Assistants shall perform other duties, as assigned by the building principal or designee, or out of necessity to fulfill the requirements of the position.