

**POSITION TITLE:** Instructional Assistant - Substitute

**QUALIFICATIONS:** Associate's Degree or completion of 60 hours of college credit from an accredited college or university recognized by the Virginia Department of Education or demonstrated knowledge of and the ability to assist in reading, writing and mathematics instruction by achieving passing score on the ParaPro Assessment with a score of 455. Bilingual skills to include Spanish are a plus. Special Requirement: For Exceptional Education Instructional Assistant, must complete online autism training. For detailed information regarding the training, please visit [www.vcuautismcenter.org](http://www.vcuautismcenter.org).

**PERFORMANCE EXPECTATIONS:** Assists the teacher or designated supervisor with instructional activities in the classroom. Assists students in reinforcing material already presented through special efforts and repetitions. Assists students with self-care areas to build independence. Assists with toileting student(s), changing diapers and personal hygiene. Performs other related tasks as required.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Duties performed typically in school settings. Performs paraprofessional work assisting a classroom teacher or designated supervisor in maintaining an environment favorable to student learning and personal growth. Occasional movement of students in wheelchairs and other mechanical devices may be required. Occasional lifting of up to 50 pounds. Work requires stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

**REPORTS TO:** Principal

**PAY SCHEDULE:** Non-contracted

**LENGTH OF CONTRACT:** Temporary / Can be terminated at any time by Richmond Public Schools

**FLSA:** Non-exempt