

POSITION TITLE: Instructional Assistant – Head Start

QUALIFICATIONS: Child Development Associate (CDA) credential; or have an Associate or Bachelor's Degree (in any area) from an accredited college or university recognized by the Virginia Department of Education. A minimum of one year working experience as an instructional assistant preferred. Excellent communication, organizational, time management and public relations skills are required. Must have the ability to establish and maintain effective working relationships with others. Must have good skills in operating personal computers and related software. Must be adaptable to changing priorities, have the ability to work independently and/or with minimum supervision, and the ability to effectively handle multiple assignments simultaneously. Must have good knowledge of and understanding of child growth and development and paraprofessional instructional procedures and practices. Must have some knowledge of the instructional goals and the policies of public schools. Considerable patience and the ability to work effectively with children and faculty members are essential. Must be able to follow written and oral instructions and to perform all required tasks.

PERFORMANCE EXPECTATIONS: Assists the teacher or designated supervisor with instructional activities. Assists students in reinforcing material already presented through special efforts and repetitions. Assists students with self-care areas to build independence. Prepares and maintains files and reports. Assists the teacher in performing specific duties as assigned or undertaking specialized tasks. Assists the teacher in providing individual and small-group instruction, providing learning experiences to pupils in language arts, social studies, pre-reading, arithmetic, science, art, physical education, and music. Assists the teacher in providing individual and group instruction designed to meet individual needs. Reinforces acceptable student behavior in a consistent and positive manner and assists with daily supervision of students. Encourages proper care and use of school facilities, property, and equipment and participates in curriculum development programs as required. Participates in planning daily and long-range lessons and classroom activities and conducts learning exercises with small groups of children. Guides children in working and playing harmoniously with other children and alerts the teacher to special needs of individual children. Performs other related tasks as required.

GENERAL DEFINITION AND CONDITIONS OF WORK: Duties performed typically in a school setting. 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 40 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 and Lead Child Development Specialist

PAY SCHEDULE: Unified Pay Schedule, Pay grade 106 for CDA; Pay grade 107 for Associate's Degree or 60 credit hours; Pay grade 108 for Bachelor's Degree.

LENGTH OF CONTRACT: 191 Days (9.5 months) – 7 Hours

FLSA: Non-exempt