

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: INSTRUCTIONAL ASSISTANT

TYPE: Classified

REPORTS TO: Principal

POSITION SUMMARY:

The primary purpose of this position is to provide teachers with instructional support to students. Responsibilities will include a variety of activities including complicated tasks involving carrying out instructional or support plans for students under direct teacher supervision. Assigned tasks may involve working with individuals or groups in regular classroom or special education settings. In this position, academic assistance is primary and personal care is secondary.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Demonstrated knowledge and ability through a formal state or local academic assessment.

ESSENTIAL FUNCTIONS:

1. Assists the designated teacher(s) with individual and group supervision and behavior management of students.
2. Assists in developing and carrying out individual programs of instruction and support for designated students under direct supervision of the teacher.
3. Observes, collects data, and records student progress.
4. Assists with individual student testing.
5. Supervises setting up and clean-up before and after activities.
6. Prepares and organizes instructional materials as directed, including bulletin boards.
7. Prepares and operates audio-visual equipment as needed.
8. Assists with student supervision as needed.
9. Participates in staffings or parent meetings as directed.
10. Assists parents and community members as needed.
11. Participates in district classified assistant staff development program activities.
12. Transports students in district vehicles for class related activities.
13. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
14. Frequent and prolonged talking/hearing conversations.

LEBANON COMMUNITY SCHOOLS
Position Description
Instructional Assistant (cont'd)

OTHER REQUIREMENTS:

1. Possible exposure to bodily fluids due to student or employee illness or injury.
2. Work is almost exclusively indoors.
3. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
4. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 180 paid days, subject to change.

Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Date

Employee Signature

Date

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires: R - Rarely (Less than .5 hr per day) O - Occasionally (.5 - 2.5 hrs per day) F - Frequently (2.5 - 5.5 hrs per day) C - Continually (5.5 - 8 hrs per day) NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary standing		X			
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)	X				
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: <u>30 lbs.</u>		X			
*Lifting/Carrying Maximum weight: <u>20 lbs.</u>		X			

* Identify items typically moved: Books, boxes of paper, supplies, carts, file drawers