St. Helens School District
Job Description

INSTRUCTIONAL ASSISTANT – ISS/DENTENTION

Reports To: Principal
FLSA Status: Non-Exempt

JOB SUMMARY

Provides supervision and one-on-one support to students who are subject to discipline or need additional social or academic support outside of the classroom to meet educational objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Assists students, some with significant emotional issues, with tracking assignments and managing behaviors.
3. Presents subject matter to students, utilizing variety of methods and techniques such as lecture discussion.
4. Creates and manages files for in school suspension and out of school suspension and updates principals, counselors, and teachers as appropriate.
5. Tracks and documents student behaviors in District computer system
6. Requests work from teachers with students assigned to detention and create work packets for class period and all day detention.
7. Respond to parent requests for status updates and assist with scheduling opportunities for make up work.
8. Work with teachers and administrators to suggest schedule adjustments as needed to assist students in catching up.
9. Tracks all work completed and update teachers.
10. Maintains log of students in and out of ISS and detention.
11. May coordinate SIP and BEST programs tracking travel cards and oversee SIP store purchases.
12. Assist students in discovering the root cause of their behaviors that resulted in assignment out of class and help them to develop tools to prevent similar occurrences in the future.
13. Administer tests to students who missed scheduled tests and placement tests.
14. Complete behavior reports for administration and teacher as requested or needed.
15. Tutor students.
16. Confers with teaching staff on status of students.
17. Assists staff with record keeping, copying, filing, grading assignments and taking attendance.
18. Participates effectively at regular team meetings with teacher and other support staff using appropriate social skills, problem solving and conflict resolution strategies.
19. Maintains safe environment for students at all times.
20. Problem solves to find solutions to problems between students.
21. Reports safety, sanitary and fire hazards immediately to supervisor.
22. Interacts thoughtfully and courteously with students, staff and parents/guardians and resolves conflict in a professional manner.
23. Attend work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assists as necessary in answering telephones and operating general office machinery including photocopy machine and computer.
2. Evaluates student injuries, determines course of action, performs minor first aid in compliance with District policy(ies) and completes required paperwork in a timely fashion.
3. Fills out communication log(s).
4. Attends in-service trainings.
5. Attends staff meetings.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or one to two years' related experience and/or training or equivalent combination of education and experience. Must meet current No Child Left Behind (NCLB) requirements. Prior successful experience working in a school setting or with adolescents strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with adolescents.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use ESIS, MS Outlook and Word preferred.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current No Child Left Behind certification requirements. Ability to obtain a valid CPR/First Aid card, Oregon Driver License, bloodborne pathogen training, blood spill training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high. Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA	Prepared Date: April 2009

I have read and understand this job description.

Signature: **Date:**

_____ _____