St. Helens School District
Job Description

INSTRUCTIONAL ASSISTANT – MIDDLE SCHOOL READING PROGRAM

Reports To: Principal
FLSA Status: Non-Exempt

JOB SUMMARY

Assists middle school teaching staff in by performing reading tasks in small groups and one-on-one settings and record keeping.

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, individually or in groups, with reading stations to develop and improve skills in identifying and using themes, pronouns, nouns, and verbs for improved reading skills.
3. Assess students in reading program using computer programs, worksheets and verbal reports.
4. Presents subject matter to students, utilizing a variety of methods and techniques.
5. Confers with teaching staff on progress of students.
6. Assists staff with record keeping, copying, filing, grading assignments and taking attendance.
7. Monitors and assists students as needed.
8. Assists the teacher in developing educational materials.
9. Supervise students during lunch and outside activities to ensure safety and security.
10. Follows prescribed daily schedule as outlined by the teacher.
11. Plans daily activities and instruction for students under the direction of the teacher.
12. Assists the teacher in the set-up and maintenance of the classroom, materials and supplies.
13. Assists the teacher in scheduling appropriate meetings and completion of paperwork.
14. Assists the teacher, when directed, in communicating with parents/guardians regarding students' progress in general.
15. Participates effectively at regular team meetings with teacher and other support staff using appropriate social skills, problem solving and conflict resolution strategies.
16. Maintains safe environment for students at all times.
17. Problem solves to find solutions to problems between students.
18. Reports safety, sanitary and fire hazards immediately to supervisor.
19. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
20. Appropriately maintain and secure confidential records and inquiries. Professionally represent the school and the District in interactions with parents, community, staff, and students.
21. Maintain appropriate certifications and training hours as required.
22. 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 office staff and teachers as necessary including answering telephones, routing telephone calls or messages to appropriate staff and operating general office machinery including photocopy machine, computer and fax machine.
2. Inventories, orders and stocks supplies.
3. 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.
4. Assists on school field trips.
5. Files documents and records according to predetermined classifications, maintaining alphabetical index, and cross references files.
6. Attends in-service trainings.
7. 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 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 preferred.
- **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 and large 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 database software, e-mail, internet software, spreadsheets, teaching software and word processing software.
- **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.

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; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stand and 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. The employee is occasionally exposed to wet or humid conditions, outdoor weather conditions. 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:**

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