

St. Helens School District
St. Helens, OR



Job Description

**INSTRUCTIONAL ASSISTANT
CREDIT RECOVERY**

Reports To: Building Administrator
FLSA Status: Non-Exempt

JOB SUMMARY

This position assists students in completing classes they have not passed or taken as part of our credit recovery program.

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. Guides and instructs students on the curriculum for the classes they are enrolled in for credit recovery.
3. Works closely with the teachers of record for the classes being offered.
4. Corrects daily work and guides students through the curriculum.
5. Administers chapter tests, checking tests out from the High School Curriculum Secretary and turning them back into him/her in a timely manner.
6. Assists teachers of record and checking in with them weekly.
7. Maintains student discipline in classroom/computer lab.
8. Provide one-on-one instruction to students using the computers.
9. Uses computer knowledge and skill to assist students with the Computer Literacy curriculum.
10. Assists students in using computers for tasks assigned by teachers of record.
11. Reports safety, sanitary and fire hazards immediately to supervisor.
12. Interacts thoughtfully and courteously with students, staff and parents/guardians and resolves conflict in a professional manner.
13. Attend work regularly and be punctual.
14. Other duties as assigned.

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. Perform general office duties including answering phones, taking messages as appropriate, typing, copying, filing and sorting.
2. Assisting other staff when needed.
3. Attends relevant staff meetings and in-services.

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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.

1. Associate's degree (A.A.) or 72 college credits verified with transcripts and/or ability to pass a rigorous Math/Language Arts computerized test prior to hire. Must meet current No Child Left Behind (NCLB) requirements.
2. 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.
3. 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 read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
4. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and area. Ability to apply concepts of basic algebra, geometry, fractions, percentages, ratios and proportions to practical situations.
5. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
6. Specialized knowledge of computers including the ability to use database e-mail, internet software, spreadsheets and word processing software and basic computer troubleshooting. Ability to proficiently use: MS Office Suite (Word, Excel, PowerPoint and Outlook), ESIS and MIM strongly preferred. Ability to use other computer peripherals.
7. Ability to appropriately communicate with students and teachers. Ability to exercise good judgment and work in an environment with frequent interruptions.
8. Certificates as determined by the District including meeting current No Child Left Behind certification requirements.

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 25 pounds and occasionally up to 75 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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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 and outdoor weather conditions. Employees may be exposed to blood borne 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: St. Helens SD

Prepared Date: 2023

I have read and understand this job description.

Signature: _____ **Date:** _____