

St. Helens School District  
St. Helens, OR



Job Description

**INSTRUCTIONAL ASSISTANT  
READING**

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**Reports To:** Building Administrator  
**FLSA Status:** Non-Exempt

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**JOB SUMMARY**

Assists teaching staff often in a resource room or other Title I program in a school setting by performing instructional tasks in small groups and one-on-one settings, record keeping, and supervision.

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**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 lesson assignments (reading, math and writing groups).
3. Tests and evaluates students' abilities in math, writing, and reading and progress as directed by the teacher.
4. Assists staff with record keeping, copying, filing, grading assignments and taking attendance.
5. Monitors and assists students as needed in the classroom, at recess, and at lunch.
6. Assists with loading and unloading children from buses, transitioning kids from classroom to lunchroom, music, recess, library etc.
7. Assists the teacher in developing educational materials (copying, typing, laminating, etc.).
8. Follows a prescribed daily schedule as outlined by the teacher.
9. Assists the teacher in the set-up and maintenance of the classroom, materials and supplies.
10. Assists the teacher in scheduling appropriate meetings and completion of paperwork.
11. Assists the teacher, when directed, in communicating with parents/guardians regarding students' progress in general.
12. Participates effectively at regular team meetings with teachers and other support staff using appropriate social skills, problem solving and conflict resolution strategies.
13. Maintains a safe environment for students at all times.
14. Reports safety, sanitary and fire hazards immediately to the supervisor.
15. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.

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16. Appropriately maintain and secure confidential records and inquiries. Professionally represent the school and the District in interactions with parents, community, staff, and students.
17. Maintain appropriate certifications and training hours as required.
18. Attend work regularly and be punctual.

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**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. Attends parent-teacher conferences and assists in providing child care, as necessary.
3. Inventories, orders and stocks supplies.
4. 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.
5. Assists on school field trips.
6. Files documents and records according to predetermined classifications, maintaining alphabetical index, and cross references files.
7. Attends in-service training.
8. Attends staff meetings.

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**SUPERVISORY RESPONSIBILITIES**

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

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**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.*

- Associate's degree (A.A.) or equivalent from two-year College or technical school or successful completion of two or more years of study at an institution of higher education. Prior successful experience working in a school setting or with young children strongly preferred.
- 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 young children.
- 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

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maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

- 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.
- 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.
- General knowledge of computer usage and ability to use, e-mail, internet software and word processing software.
- 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 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.

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**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.

**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

\*Identify items typically moved: Files, mail, reams of paper.

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<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
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 hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation					X

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Using foot control	X				
*Pushing/Pulling (Maximum Weight: 40 lbs)		X			
*Lifting/Carrying (Maximum Weight: 40 lbs)			X		

**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. Employees 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: St. Helens SD Prepared Date: 2023

I have read and understand this job description.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_