

## Inclusion Assistant

<b>DEPARTMENT:</b>	Pioneer Pathways (Alternative Learning)	<b>REPORTS TO:</b>	Pioneer Pathways Principal
<b>WORK SCHEDULE:</b>	10 months	<b>COMPENSATION:</b>	<a href="#">Support Staff Salary Schedule</a>
<b>FULL/PART TIME:</b>	Full time	<b>FLSA STATUS</b>	Non-Exempt

### Position Description

Assist the teacher by providing individual instruction and social and emotional support to at-risk high school students. Track students' progress towards attaining their high school diploma. Supervise students throughout the school to ensure a safe and conducive learning environment for the Kirkwood School District.

Task Title	Essential Job Functions	Percent of Time Spent
Student Support	<ul style="list-style-type: none"> <li>Reinforce, reteach, or expand classroom lessons for students enrolled in the Missouri Options Program under the guidance of a certified teacher</li> <li>Assess students' readiness for high school equivalency exams and help them prepare for testing.</li> <li>Monitor elective courses of Discovery Center students.</li> </ul>	90%
Student Supervision	<ul style="list-style-type: none"> <li>Monitor homeroom, study blocks, SEL</li> <li>Supervise students to ensure their safety and appropriate behavior during school hours in and around the school.</li> </ul>	5%
Recordkeeping	<ul style="list-style-type: none"> <li>Report on the progress of inclusion students to teacher, administration, or other authorized agencies.</li> <li>Complete other recordkeeping and clerical duties for Pioneer Pathways as needed</li> <li>Serve as a reference for IEP conferencing.</li> </ul>	5%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

### Supervisory Responsibilities

- Supervisory Responsibility:** N/A, not responsible for supervising employees,
- Supervisory Activities:** None
- Budget Signing Authority:** No budget signing authority
- Decision-making Authority:** Decisions impact individual work/job tasks

### Qualifications Required

- **Education:** High School Diploma/GED and a minimum of 60 college hours or have passed the Paraprofessional Assessment™ or ParaPro Assessment©
- **Previous Work-Related Experience:** At least one year of related experience.

## Knowledge & Skills

### Knowledge

- **Basic Knowledge:**
  - Accounting: Analysis and reporting of financial data
  - Administrative: Administrative and office procedures, functions, and office tasks
  - Management: Business/management principles involved in resource allocation, leadership, and coordination of people and resources.
  - Computers/IT: Computer hardware and software, including general office applications and databases
  - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Intermediate Knowledge:**
  - Customer and personal service: Principles and processes for providing customer and personal services.
  - Education/Training: Principles and methods for teaching and instruction.
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Advanced Knowledge:** N/A
- **Expert Knowledge:** N/A

### Skills

- **Constantly (More than 5.6 hours or 69% of the day):** N/A
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Mathematics, Reading comprehension, Science, Speaking, Writing, Active listening, Critical thinking, Monitoring,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Service orientation, Active learning, Learning strategies, Time management, Coordination, Instructing
- **Rarely (Less than 1 hour or 12% of the day):** Management of material resources, Negotiation, Persuasion, Social perceptiveness, Systems analysis, Systems evaluation, Judgment and decision making, Complex problem solving, Equipment maintenance, Equipment selection

## Working Conditions

### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** N/A
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Standing, Walking, Finger Dexterity, Hearing, Color Vision
- **Rarely (Less than 1 hour or 12% of the day):** Balancing, Carrying/Lifting, Climbing, Reaching

### Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting

with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

**Work Type/Physical Demands**

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

**Working Environment**

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

**EEO Statement**

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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