



Job Description  
**Job Title:** Summer Academy Instructional Assistant  
**Reports To:** Summer Academy Head Teacher

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**JOB SUMMARY**

The Summer Academy Instructional Assistant will assist the teacher in guiding students to successfully complete proficiency-based online credit recovery courses during Summer Academy sections. The instructional assistant will assist with monitoring program components, providing individualized instruction as needed, and assist with managing student behavior.

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**SUMMER ACADEMY**

Currently, Summer Academy is being planned to include four days/week, mornings only, during the month of July. Additional hours will be provided to support planning and preparation prior to the beginning of Summer Academy.

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**SUPERVISORY RESPONSIBILITIES**

1. None

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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.

1. Work experience with students in a school setting required.
2. Appropriate education and/or experience to qualify as Highly Qualified in accordance with ESSA standards.
3. Demonstrates command of oral and written English language.
4. Ability to effectively present information to students.
5. Excellent student management and problem solving skills.
6. Ability to establish positive working relationships with students and colleagues.
7. Ability to perform duties with awareness of all District requirements and School Board policies.
8. School-based work with elementary students is preferred, but not required.
9. Experience with supporting reading/writing/math instruction preferred.
10. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.
11. Experience in supporting enrichment activities as directed by the teacher preferred.

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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.*

St. Helens School District  
St. Helens, OR

1. In a four-hour day the employee may:
  1. Stand/walk 2 – 4 hours
  2. Talk/hear 1 – 4 hours
  3. Sit 2 – 4 hours
2. The employee may occasionally:
  1. Bend/kneel/squat/reach
  2. Use hands for repetitive motions
  3. Lift, push, pull and hold items up to fifty pounds
  4. The noise level in the work environment is moderate to loud.

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**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: 03/06/2023

I have read and understand this job description.

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

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