INSTRUCTIONAL ASSISTANT TEACHER SUPPORT

Purpose Statement

Under the direction of the site administrator, the job of Instructional Assistant – Teacher Support is done for the purpose of assisting teachers for the request of copying, collating, purchasing and collecting, and coordination of field trips and other classroom activities.

Essential Functions

- Performs record keeping and clerical functions (i.e. scheduling, copying, etc.) for the purpose of supporting the teacher in providing classroom materials
- Assists teachers in the coordination of field trips and other classroom activities including collecting donations and coordinating volunteers in the classroom
- Maintains files and records for the purpose of ensuring accountability
- Other related duties as assigned

Job Requirements & Skills

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances. Ability is also required to work with a wide diversity of individuals. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working with constant interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives and managing multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience
Job related experience is preferred

Education
High School Diploma or Equivalent

Required Testing
Successful Completion of Pre-Employment Process

Additional Qualifications
None Specified

Continuing Education/ Training
Training attendance at workshops as appropriate

Certificates & Licenses
None Specified

Clearances
DOJ/FBI Fingerprint Clearance
TB Clearance
Drug Screening

Supervision
Site Administrator

Salary Grade
Range 7

Work Year
Student Attendance Days