Transitional Kindergarten Instructional Assistant

Purpose Statement
The job of Instructional Assistant is done for the purpose/s of assisting assigned teaching personnel in the supervision
and instruction of students, and performing classroom clerical tasks supporting the instructional process.

Essential Functions
- Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.
- Implements, under the supervision of the assigned teacher, instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Maintains files and records for the purpose of ensuring an up-to-date reference trail.
- Monitors individual students and/or groups (e.g. classroom, library, playground activities, field trips, computer lab, music room, etc.) for the purpose of ensuring a safe and positive learning environment.
- Performs record-keeping and clerical functions (e.g. scheduling, copying, etc.) for the purpose of supporting the teacher in providing classroom materials.
- Responds to inquiries (e.g. students, staff, teachers, parents, etc.) for the purpose of providing information or referring to appropriate personnel.
- Assists in providing experiences to promote social-emotional skills and enforcing and monitoring positive behavior practices, safety rules, and appropriate standards of behavior.
- Assists in providing engaging activities to develop early math, science, and language skills and prompts critical thinking through questions aligned with the teacher's lesson plan. Sets up a variety of culturally diverse instructional aids, displays and exhibits under the direction of a teacher and aligned with the teacher's lesson plan.
- Assists teachers on curricular trips by helping students with concept development, physical needs, and the development of appropriate behavior. Monitors and reports student progress regarding performance and behavior.
- Assist students with developing appropriate toileting practices and assist students in cleaning up and changing soiled clothing.
- Provides student-centered, differentiated tutoring under the supervision of the teacher for individual students and/or small groups in areas of physical, intellectual, emotional, social, and language development of children.
- Performs related duties as assigned.

Other Functions
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings (e.g. staff, inservice, etc.) for the purpose of receiving and/or conveying information.

Job Requirements & Skills

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

Knowledge
Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities; and stages of child development.

Ability
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, work with data utilizing defined and similar processes, and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals, work with similar types of data; and utilize specific, job-related equipment. In working with others, Problem-solving with data may require independent interpretation, and problem-solving with equipment is limited. 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. Communicate information to students with varying levels of understanding. Perform the physical tasks required in preparing and presenting educational material and conducting instructional activities. Assist students in developing fully independent self-care skills, such as toileting, hand-washing, and adding and removing layers of clothing.

Responsibilities
Responsibilities include: working with immediate supervision, providing information and/or advising others, and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is an opportunity to impact the Organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience
No job related experience is required

Certificates & Licenses
None Specified

Education
High School Diploma or equivalent

Clearances
DOJ/FBI Fingerprint Clearance
TB Clearance

Required Testing

Supervision
Successful Completion of Pre-Employment Process None Specified
Pre-Employment Proficiency Test

Additional Qualifications
None Specified

Salary Grade
Range 13

Continuing Education/ Training
None Specified

Work Year
195 Days