

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Instructional Assistant - At-Risk  
**Reports To:** Building Principal

#### **SUMMARY**

Assists in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

#### **QUALIFICATIONS/REQUIREMENTS**

Instructional Assistants must meet the qualifications specified by the Department of Elementary and Secondary Education (DESE) in order to obtain a substitute teacher certificate, and have a general understanding of the objectives of public school education. Instructional Assistants may initiate instruction and work independently with students.

#### **ESSENTIAL JOB DUTIES**

- Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher.
- Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
- Helps students master equipment or instructional materials assigned by teacher.
- Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
- Assists students in computer labs.
- Assists with large group activities as drill work, reading aloud, and storytelling.
- Reads to students, listens to students read, and participates in other forms of verbal communication with students.
- Alerts the regular teacher to any problem or special information about an individual student.
- Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- Maintains a high level of ethical behavior and confidentiality of information about students and parents.
- Plans individual and group work as assigned by the teacher.
- Maintains confidential information.
- Performs other duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other appropriate school related duties as assigned by the Building Principal.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current salary schedule and District Policy.

**EVALUATION**

Performance in this job will be evaluated annually in accordance with District Policy on evaluation of support staff.