

MARION COUNTY JOB DESCRIPTION

Position Title: Substitute Instructional Assistant (General, Title I) Class Code: **8020**
Department: Building
Reports To: Principal
Approved By: Marion County Board of Education Date: December 2010

SUMMARY: Assists the teacher in carrying out instruction to students in small groups or individually in the absence of regular instructional assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Assists in small group pupil instruction; tutors pupils at teacher's request
Assists instructional personnel with the development and presentation of learning materials and instructional exercises.
Assists teacher in maintaining discipline and other functions.
Assists with set up of classroom and prepares materials or specialized instructional units
Assists in administering pre and post testing of standardized tests
Assists in assembling/hanging materials on bulletin boards and keeping displays current
Strive to maintain rapport with students
Escorts students to and from various rooms
Assists in enforcing and upholding school regulations
Keeps a close working relationship with teachers by giving daily feedback from tutoring sessions
Operates standard school equipment such as computer, laminator, copier, etc.
Keeps work area neat and in order
Available to attend meeting with faculty and /or program coordinators as needed
Attends job specific professional development
Maintains program records as specified by particular projects (i.e. general, Title
Performs other duties and assumes other responsibilities as assigned by the principal.

SUPERVISORY RESPONSIBILITIES: Supervision of small or large groups of students when the teacher is temporarily absent.

QUALIFICATION REQUIREMENTS: 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.

EDUCATION and/or EXPERIENCES: High school diploma or general education degree (GED); and related experience and/or training recommended.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to student, parents and/or staff.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform basic mathematical calculation.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to operate typewriter, ditto, photocopying machines and computers. Ability to assume responsibility for supervising students, understand and carry out oral and written instructions. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, as to operate office equipment; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.