



Somerton School District No.11

“Children, Our Priority-Personal Best, Our Goal”

343 N. Carlisle Avenue • P.O. Box 3200 • Somerton, AZ. 85350-3200

Phone (928) 341-6000 • Fax (928) 341-6090

www.ssd11.org

Instructional Assistant Part Time

SCHOOL/DEPARTMENT: All Schools

TYPE: Classified **STATUS:** Non-Exempt **SALARY RANGE:** 28-33 (\$10.03 - \$11.35 depends on college credits/AA degree, recognize up to 12 years experience, not eligible for benefit package)

REPORTS TO: Building Principal

Specific Duties/Tasks Include:

- Assists teachers with students in a classroom setting.
- Works with students on a one-on-one or small group settings to facilitate learning.
- Modifies lessons to accommodate student's needs such as English-Spanish translation and individualize instruction.
- Prepares class materials for upcoming projects and activities.
- Aids teachers in thematic units.
- Utilizes District behavior modification program as needed.
- Observes students' development.
- Tests students.
- Prepares documentation on student progress.
- Organizes materials/activities to meet specific needs of each student.
- Consults and collaborates with classroom teacher on progress of students.
- Assists teachers with classroom duties by making copies, filing paperwork, monitors and supervises students in classroom, playground and cafeteria settings.
- Prepares instructional materials, making visual aids, and photocopying.
- Prepares workstations or learning centers for students to work on daily lessons.
- Responsible for student interventions and performs related duties as assigned.

Knowledge and Skills and Other Characteristics Required:

- Knowledge of school learning methods and techniques.
- Knowledge of District policies and procedures affecting assigned work.
- Knowledge of District behavior modification program.
- Skill in monitoring and assisting students.
- Skill in elective oral and written communication.
- Skill in following oral and written instructions.
- Skill in establishing and maintaining effective working relationships.

Physical Requirements:

- Work is performed in both indoor and outdoor environments.
- Work requires frequent standing, walking, and sitting.
- Some positions may require bending and lifting up to 25 pounds.
- May be exposed to infectious diseases and body fluid borne pathogens.

Qualifications:

- High School Diploma or GED.
- 60 credit hours from an accredited college, Associates Degree or pass Paraprofessional Exam.
- One (1) year classroom assistance experience preferred.