



Gila Crossing Community School

Job Title: SPED Instructional Assistant

FLSA Status: Non-Exempt

Supervised By: SPED Teacher/Director

Classification: Full-Time, 10-month Contract

Directly Supervises: None

QUALIFICATIONS:

1. Education – Possessing a High School diploma or GED, preferred Associates degree
2. One-Two years' experience
3. Completing and passing state-specific proficiency exams
4. First Aid/CPR Certified.
5. Valid Arizona Driver's License.
6. Infinite Visions software knowledge.
7. Ability to successfully pass a pre-employment drug test and extensive background check.

JOB GOALS: In order to assist instructors, an Instructional Assistant performs many different tasks. We analyzed job listings for Instructional Assistant in order to identify these core duties and responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate working knowledge of basic office procedures, basic accounting principles, data entry, and a variety of computer applications (e.g. Word, Excel, ppt)
- Demonstrating basic reading, writing, and mathematical skills
- Showing basic record-keeping abilities
- Operating basic office equipment
- Instructional Assistants have excellent interpersonal and communication skills, both written and verbal, that allows them to effectively monitor and instruct students as well as builds and maintain meaningful relationships with students and their families.
- They have high levels of patience and enjoy working with children.
- Extremely organized and great at multi-tasking, Instructional Assistants are able to organize and plan on behalf of Instructors, providing them with adequate administrative support.

POSITION RESPONSIBILITIES:

Perform Clerical Tasks: Part of supporting the Instructor involves completing clerical duties as needed so that the Instructor can focus on teaching. The Instructional Assistant completes administrative duties such as taking and recording attendance, drafting and sending out progress reports for students, answering emails and phone calls from families and maintaining supply inventory for the classroom.

Assess Students: Instructional Assistants often perform exams on students in order to assess their progress, strengths, and weaknesses. While the Instructor typically designs the assessments and exams,

the Instructional Assistant will administer them. They usually grade the exams as well and document all grades and student progress accurately.

Prepare Instructional Materials: In order to support the Instructor, the Instructional Assistant will prepare and organize lessons and educational programs under the guidance of the Instructor. They prepare all materials for the lesson, including any handouts, worksheets and exams. They'll also set up any displays or work areas prior to the lesson. This work often includes operating printers and copy machines.

Assist with Instruction: The Instructional Assistant assists the instructor in implementing instructional plans. This can include providing support while the instructor is teaching, giving lessons independently when the instructor is unavailable and providing small group tutoring to students who need additional assistance.

PROBATIONARY PERIOD: Newly appointed employee will be subject to an initial ninety (90) calendar day probation period.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, operate a computer, sit, and occasionally to reach with hands and arms. Specific vision abilities required by this job include vision.

The physical demands described here are representative of those that must be met by employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet.