



JOB DESCRIPTION

POSITION TITLE: Instructional Assistant

DEFINITION OF POSITION: Classified staff carry out the duties of the position for which they are hired in order to provide the necessary services to boys and girls in the Cooperative Schools, St. John or Endicott School District. The individual in this position will play a critical role in providing important support services to students and school staff as part of the educational process.

IMMEDIATE SUPERVISOR: Instructional Assistant and school clerical staff are supervised and evaluated by the school principal, but report to the principal and/or their directing teacher for daily assignments (depending on assignment).

REQUIRED QUALIFICATIONS:

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Assists students, under the direction of the teacher, (e.g. adapting materials, articulation receptive language, expressive language voice, and/or fluency, explaining words, reading to students, mathematic support, classroom activities, individual assignments, assisting with class work, homework and/or computer software applications, identifying resource materials, etc. depending on assignment) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching their academic goals and grade level standards.
- Completes required in-services, trainings, and meetings (e.g. blood borne pathogens, first aid, CPR, secure training, required coursework, IEP meetings, workshops, in-services) for the purpose of receiving and conveying information, updating or improving procedures as well as complying with mandated requirements required for the position.
- Implements academic and/or behavioral plans when defined by the referring teacher, administrator and/or counselor for the purpose of developing students' basic social and interpersonal skills (depending on assignment).
- Maintains instructional materials, equipment and/or files and records for the purpose of ensuring availability of items and/or providing reliable reference.
- Monitors individuals and/or groups of students in a variety of settings (e.g. elementary library, field trips, playground, classroom activities, computer lab, lunch room, health room, office, bus, etc. depending on assignment) for the purpose of ensuring a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. attendance logs, activity reports, IEP reports, correcting papers, recording grades, copying, displays, bulletin boards, collects paper, distributes supplies, answering phones, etc. depending on assignment) for the purpose of supporting the teacher and/or administrative personnel in preparing records/materials.
- Prepares written materials (e.g. attendance, discipline, reports, correspondence, memos, notes, observations, incident reports, etc. depending on assignment) for the purpose of documenting activities, providing written reference and/or conveying information.
- Promotes good habits for the purpose of improving the quality of student outcomes and encouraging student development.
- Responds to inquiries for the purpose of providing information and/or direction as may be required.

EMPLOYEE CHARACTERISTICS DESIRED AND EXPECTED

1. Willingness, interest and demonstrated ability to interact in a positive way with all students and with other school staff members.
2. Must be flexible and willing to take on roles and assignments necessary for the successful operation of student programs in a small and rural P-12 educational setting and which fit with the individuals professional training, expertise and experience.
3. Ability to work effectively and cooperatively with colleagues, administrators, parents, and community. Participate in change in a constructive way. Flexible in dealing with changing conditions.
4. High energy level and enthusiasm for supporting school programs. Display an overall optimism toward education and continuous learning and improvement.
5. An interest in the total development of students; educational, social, emotional.
6. Willingness to participate in various professional development opportunities and to contribute to the total school program.

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.

- The employee must occasionally lift and/or move up to 50 pounds.
- The employee will be required to utilize Right Response techniques/strategies (Right Response training provided by the district)
- Specific vision abilities required included: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The employee is required to stand and stoop, walk, sit, kneel and crouch.

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

- The employee must be able to be flexible and deal with a variety of learning and communication needs.
- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee will regularly work in indoor and outdoor conditions, depending on assigned tasks/duties.

TERMS OF CONTRACT:

SALARY:	ST. JOHN SCHOOL DISTRICT CLASSIFIED SALARY SCHEDULE / DOE
LENGTH OF CONTRACT:	180 Days / 8:00 AM - 3:30 PM
LEAVES/BENEFITS:	As per district policy

St John School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator & Civil Rights Compliance Coordinator: Suzanne Schmick, Superintendent, 301 W Nob Hill, St John, WA 99171, 509-648-3336, sschmick@sjeschools.org ; Section 504/ADA Coordinator: Sandra Krause-Ayers, Principal, 301 W Nob Hill, St John, WA 99171, 509-648-3336, skrause-ayers@sjeschools.org

ST. JOHN SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER