

**NCESD School District**  
**Job Description – Instructional Assistant**

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<b>Title:</b>	Instructional Assistant
<b>Department:</b>	Special Education/Classroom Support
<b>Classification:</b>	Classified
<b>Supervised by:</b>	Superintendent or Designee
<b>Work Year:</b>	Assigned by Superintendent

**Job Purpose Statement:**

The purpose of the Instructional Assistant is to assist a classroom or special education teacher by performing a wide variety of instructional and clerical duties along with student supervision.

**Job Qualifications: Education and Experience:**

- High School diploma or equivalent;
- 72 quarter hours of accredited college or equivalent education or successfully passed Work Keys Test in the areas of Math, Reading, and Business Writing.

**Licenses, Certifications, Bonding, and/or Testing Required:**

- Criminal Justice Fingerprint Clearance
- Valid Driver's License and evidence of insurability
- Successfully pass district background screening

**Knowledge, Skills, and Abilities:**

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. ·

- Knowledge of basic teaching methods and procedures.
- Knowledge of instructional materials and their uses.
- Knowledge of effective student management techniques.
- Knowledge of current office practices and procedures.
- Ability to enjoy interaction with and effectively supervise students.
- Ability to instruct a wide variety of students in a number of different situations.
- Ability to understand the phases and temperaments of children and young adolescents at different growth and maturity levels.
- Ability to pass and "physically demonstrate" the physical restraint of students under the Oregon State Restraint and CPI Guidelines.
- Ability to exercise good judgment in stressful situations.
- Ability to operate basic office and audio-visual equipment.
- Ability to accurately perform alphabetizing, record-keeping and filing procedures.
- Ability to accurately transfer, record and convey information and materials, as required by the position.
- Ability to abide by the confidentiality rights of students and parents.
- Ability to work independently with a minimum of supervision.
- Ability to adapt to changing circumstances.
- Ability to apply school district rules, regulations, policies and practices in a fair, consistent manner.

*North Central Education Service District is an equal opportunity/affirmative action employer committed to workforce diversity and compliance with the Americans with Disabilities Act*

*Updated August 28, 2019*

**Essential Job Functions:**

- Assists with implementing the Individualized Education Plan (IEP) for each assigned student.
- Assists special education staff with preparation, implementation and evaluation of individual and group instructional and/or behavioral programs.
- Assists in communicating with teachers and parents on a students' progress.
- Assists with record-keeping to monitor students' daily and monthly data on learning progress.
- Assists students in understanding instructional and/or behavioral concepts by reemphasizing the basic elements of teacher directed activities.
- Provides students with additional practice on identified skill area.
- Assists with the preparation of instructional and/or behavioral for classroom activities.
- Guides independent study, and remedial work set up by the teacher.
- Supervises and performs academic and classroom testing in accordance with established procedures.
- Sets up and operates audio-visual and other instructional equipment.
- Records grades, checks student work, corrects papers that do not require subjective evaluation and supervises testing and make-up work.
- Secures and stores instructional materials as needed by the teacher or students.
- Supervises students during instructional and non-instructional activities, including hallways, lunchroom, playground, gymnasium, and library and bus lines.
- Keeps records and charts of student progress.
- Assists in filing, sorting, alphabetizing, data collecting and organizing materials.
- Collects and accounts for monies received.
- Enforces classroom and school rules in a consistent manner and follows guidelines for implementation of disciplinary actions.
- Detains students for alleged misconduct and delivers students to appropriate authority.
- Monitors all non-school personnel and directs them to the officer or off school premises.
- Maintains a positive and effective relationship with students, staff, parents and patrons.

**Educational Skills:****Language & Communication:**

- Ability to comprehend, interpret and explain pertinent laws, rules, regulations, policies and procedures.
- Ability to read and comprehend instructions, correspondence and memos.
- Ability to speak effectively with other employees and/or students
- Ability to effectively present information and respond to questions from groups of administrators, managers, employees, clients, customers, and/or the general public
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from individuals or groups.

**Mathematical:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.
- Ability to apply concepts of basic algebra and geometry.
- Ability to make accurate mathematical computations or apply standardized statistical procedures.

### Reasoning Ability:

- Ability to solve practical problems and deals with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

### Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

### Physical Requirements:

1. **In an eight-hour day employee may:**

- |               |                               |   |                                  |   |
|---------------|-------------------------------|---|----------------------------------|---|
| a. Stand/Walk | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-4 hrs | <input type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs            |
| b. Sit        | <input type="checkbox"/> None | <input type="checkbox"/> 1-3 hrs            | <input type="checkbox"/> 3-5 hrs | <input checked="" type="checkbox"/> 5-8 hrs |
| c. Drive      | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs            |

2. **Employee may use hands for repetitive:**

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> Fine Manipulation |
|---|---|---|

3. **Employee may use feet for repetitive movement as in operating foot controls:**

- |                              |  |
|------------------------------|--|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|------------------------------|--|

4. **Employee may need to:**

- |                 |                                     |  |                                     |
|-----------------|-------------------------------------|--|-------------------------------------|
| a. Bend         | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat        | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift         | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. **Lifting:**

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | <b>Sedentary Work:</b> Lifting 20 pounds occasionally with frequent sitting and occasional standing/walking.                          |
| <input checked="" type="checkbox"/> | <b>Light Work:</b> Lifting 25 pounds occasionally with occasional sitting and occasional standing/walking.                            |
| <input type="checkbox"/>            | <b>Medium Work:</b> Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.              |
| <input type="checkbox"/>            | <b>Medium Heavy Work:</b> Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking. |
| <input type="checkbox"/>            | <b>Heavy Work:</b> Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.       |

## **Mandatory Child Abuse Reporting**

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

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### **Agreement**

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my job description may be revised or updated at any time, and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to perform the principle functions required of this position, the level of knowledge and the skill typically required, and the scope of responsibility.

I, \_\_\_\_\_ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

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**Employee Signature**

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**Date**