Job Description

Job Title: Title I Instructional Assistant

Classification: Classified

Salary Schedule: XDA

Department: Building

Reports To: Building Principal

FLSA Status: Non-exempt

Date: June 2019

Approved by : Northwest Local School District Board of Education

Job Summary: To improve student achievement by assisting teaching staff in the implementation of an educational program for the purpose of improving literacy skills.

Job Qualifications:

1. High School Diploma or GED.
2. Educational Aide Permit.
3. Associate's Degree or 48 semester hours of college coursework or evidence/ability to pass the Parapro Assessment Test.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties:

1. Under the supervision of a teacher, provide supplemental practice in various learning experiences, including activities designed to reinforce or modify skills.
2. Collaborate with the classroom teacher or Reading Specialist to coordinate instructional efforts.
3. Prepare instructional materials for use in classroom instruction.
4. Assist with the preparing, administering, scoring and recording of achievement and diagnostic tests.
5. Observe and control behavior of students according to prescribed procedures.
6. Provide support to teachers by setting up work areas, displays and exhibits,

operating technology and distributing and collecting papers and supplies.
7. Assist in the preparation of daily progress reports.
8. Assist students, individually or in groups, with lesson assignments to present or reinforce learning concepts as introduced by the teacher.
9. Alert the classroom teacher or Reading Specialist to any problems or special information about assigned students.
10. Work independently in the absence of the teacher to carry out a prescribed lesson plan or activity schedule.
11. Apply instructional program in a small and large group setting and one-on-one tutor setting.
12. Participate in meetings and in-service training programs as assigned.
13. Ability to work collaboratively with others in a team setting.
14. Stay current of current methodology for assisting students in the learning process.
15. Perform other related duties as assigned.

Other Duties and Responsibilities:

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently;

Sets goals and objectives.

10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Terms of Employment: Varies based on student calendar.

Title: Title I Instructional Assistant

Employee: _____
(print name)

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

_____ _____
(Superintendent or designee) (Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

_____ _____
(Signature) (Date)