

**JOB DESCRIPTION****Regular Education Instructional Assistant**

**DIVISION:** Schools  
**DEPARTMENT:** School Building  
**IMMEDIATE SUPERVISOR:** Building principals

**GENERAL DUTIES:** Performs a variety of instructional duties assisting a certified staff member in the implementation of a specific program for individual students or small groups. Serves under the direction of the building principal who may delegate supervisory responsibility to appropriate personnel. This position may require supervision of students.

**ESSENTIAL REQUIREMENTS:**

- A. Passing score on a Paraprofessional Assessment or 2 years of college level courses (72 hours)
- B. High school diploma or the equivalent
- C. Ability to work harmoniously with others and to communicate effectively with students, parents and teachers
- D. Ability to follow general oral and written instructions
- E. Skill of the use of office machines
- F. Reasonable knowledge of the basic elements of the teaching process and classroom management
- G. Familiarity with computer keyboard and word processing
- H. First Aid Card may be required based on assignment
- I. The ability to work independently and take initiative in task performance
- J. General office procedures skills which include good written and oral communication and computer skills
- K. Medicine administration training may be required
- L. Physical requirements which may include:
  - 1. In an eight hour day the employee may:
    - a. Stand/walk 1-6 hours
    - b. Sit 1-6 hours
    - c. Bend, kneel, and reach to heights of four feet
    - d. Lift to forty pounds

## ESSENTIAL RESPONSIBILITIES

- A. Assists in the administration, scoring and recording of tests and test data including written, oral and physical data.
- B. Under the supervision of a certified teacher, administer classroom activities and instruction to individuals or small groups of students with special learning needs and/or motor skills needs, following a prescribed program.
- C. Assists the teacher in devising special strategies for teaching or reinforcing material or skills including data collection.
- D. Prepares materials prescribed by the teacher, prescribed Individual Education Plan, or lesson plan.
- E. Provides basic secretarial/clerical assistance including, but not limited to typing, filing, duplicating, recording, keyboarding, etc.
- F. Dispense student medication as per District protocols.
- G. Maintain confidentiality of all identifiable student information unless another person has legitimate educational interest.
- H. Know and fulfill mandatory reporter responsibilities.
- I. Performs such other related duties, specific to the assignment, as may be assigned by the supervisor or the Superintendent.