

HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: Instructional Assistant

Purpose Statement/s:

The job of "Instructional Assistant" is done under the direct or indirect supervision of a licensed staff member for the purpose/s of assisting in the instruction and supervision of students. **Employees in this classification do not supervise others.**

Essential Job Functions:

- **Assists** licensed staff members for the purpose of instructing students, individually and in small groups, by implementing lesson plans, instructional activities; administering tests; teaching library skills; and planning.
- **Monitors** individual students, classroom and/or playground activities for the purpose of providing a safe and positive learning environment.
- **Provides personal care and assistance to students for the purpose of helping students to access their education, which may including toileting, personal hygiene, feeding, positioning, mobility, and delegated nursing and/or therapy services.**
- **Maintains** classroom equipment, student's files, records, etc. for the purpose of ensuring availability of items as may be required.
- **Performs** limited clerical functions directly related to the instructional assignment for the purpose of instructing students (i.e. preparing materials, instructional records for student files, communication with parent, etc.).
- **Maintains** regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the students and the district.

Other Job Functions:

- Administers tests for the purpose of assisting licensed staff member in evaluating students' progress.
- Confers with licensed staff members, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing of students' objectives
- Participates in various meetings for the purpose of sharing information and/or improving one's skills/knowledge
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities (i.e., small groups, special needs children, computer labs, physical and/or occupational therapy, and/or talented and gifted.)

Job Requirements - Qualifications:

- Experience Required: Prior job related experience paid or volunteer with school age children.
Skills, Knowledge and/or Abilities Required:

Skills to perform instructional activities, communicate with parents, students, staff and community, basic arithmetic calculations, operate standard office equipment, use English in verbal and written form, use correct grammar, punctuation and spelling, and perform basic clerical functions,.

Knowledge of principles of child development, instructional processes.

Abilities to sit and/or stand for prolonged periods, understand and carry out oral and written instructions, maintain confidentiality of student records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include **lifting/reaching/handling**, talking/hearing conversations, near/far visual acuity.

- Education Required: High School diploma or equivalent; 72 quarter hours of accredited college or equivalent education.
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance and district drug and/or alcohol testing.

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:
 Single Grasping Pushing and Pulling Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls:
 Yes No

4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input 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"/>	Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

JS/ggm/rb

Rev: 8/5/05

I, _____ have read and received a copy of this
PRINT YOUR NAME HERE
job description, and understand that a copy of this job description will become part of
my personnel file.

Employee Signature

Date