



Job Title: **Instructional Assistant**

Department: **South Park Academy**

Supervisor: **Administration and Counselors**

Lane Placement: **ESP Lane 8**

Schedule: **Varies** Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the principal and licensed teacher, the Endorsed Instructor will work under the directions of a certified administrator or counselor delivering, and evaluating high school, literacy, and life skills curriculum. They will be certified to administer the GED exam as well as be responsible for all TABE testing within South Park Academy schools. In addition this person will perform all duties as site clerk, maintaining records, recruiting and enrolling students, recording attendance and grades.

ESSENTIAL FUNCTIONS

- May assist teacher/counselors/office staff by preparing materials/facilities for variety of areas throughout the school to include but not limited to the following: making copies, correcting papers, assembling art materials, track testing processes.
- May perform a variety of duties.
- Assists in general clerical duties as needed.
- May tutor students individually or in small groups.
- May administer tests under the direction of a teacher/counselor.
- The Endorsed Instructor will work under the directions of a Chief GED Examiner in proctoring the General Education Development (GED) exam.
- Meet weekly or as pre determined with the Department of Corrections CAPing staff determining which academic activities best meets the needs of students.
- Process new inmates by obtaining signed transcript request and administering an entry exam to assist teachers in determining the academic track of students.
- Complete all paper work as required by "ED STATS, UTOPIA, and OTRACK" maintaining accurate files.
- Enroll and monitor student attendance and ensure classes are properly maintained.
- Supervise the activities of instructional assistants, and may provide job coaching and transition services for students.
- Resolve problems relating to individual student needs and behaviors.
- Maintain records, recruit and enroll students, record attendance and grades.
- Predictable and reliable attendance.

During times of state and district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Participate in all school events, conferences, programs as required by the principal, and all other duties as assigned to include assisting with scheduling, and printing manuals.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- GED Examiners must have a bachelor's degree from a nationally accredited college or university and experience in teaching, training, counseling, or testing; at least an associate degree from a nationally accredited college or university and three years of experience in teaching, training, counseling, or testing; or college level coursework and experience as a testing proctor at the discretion of the jurisdictional GED Administrator.
- Incumbent must be fingerprinted and clear a criminal background check and be able to qualify for a Department of Corrections I.D. badge.
- 30 higher education semester hours or Associates Degree or must hold a para-education certificate or have passed the ParaPro Praxis Test.
- Requires references demonstrating personal integrity and dependability. Must demonstrate basic ability in reading, writing, math and oral communications.
- Must be competent in reading, writing, math and interpersonal skills.
- Must have at least one year experience as an instructional assistant.
- Job requires the ability to follow instructions of the classroom teacher or supervisor.
- Incumbent must maintain positive relations with students and staff in both structured and unstructured situations.
- National Institute of Corrections (NIC) Instructor Certification desired.
- Prior work experience with students in a classroom setting is preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate competency in working effectively with the school's staff and students.
- Consistently accept guidance and advice from the assigned certificated administrator, counselor or teacher.
- Demonstrate autonomy within guidelines provided by the certificated administrator, counselor or teacher.
- Must be able to show skills in effectively and cooperatively leading and teaming with other classrooms and school staff.
- Effective written and oral communication skills

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Must be able to physically meet the demands encountered in the specific classroom assignment (lifting, managing challenging behaviors of students, and working in stressful situations).
- Requires ability to lift a minimum 30 pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/8/2020