

**INDEPENDENT SCHOOL DISTRICT 728
ELK RIVER, MINNESOTA**

JOB DESCRIPTION

JOB TITLE: Instructional Assistant

CLASSIFICATION: Educational
Assistant

REPORTS TO: Site Principal

DATE REVISED: January 2008

PURPOSE: The Instructional Assistant assists by supervising students in the classroom, on the playground, and in the lunchroom, and by preparing materials for use in the classroom. Classroom set-up and clean-up are also a part of this job.

DUTIES AND RESPONSIBILITIES:

1. Assist the teacher in the classroom with tutoring students, collecting student data, and other student activities to ensure effective classroom management.
2. Assist teachers in collecting and preparing instructional materials, which may include shopping for supplies; such as, media center materials, reading and math worksheets and tests, project materials, general supplies, and straightening rooms so that instructional materials are available when needed to support classroom activities. Set-up, organize, and replace consumable materials used in the classroom to ensure materials are available for students and ensure effective classroom management.
3. Utilize positive behavior management techniques at the direction of the teacher to ensure effective classroom management.
4. Assist the teacher in the production of materials to be used during class time to ensure effective classroom management.
5. Maintain confidentiality of family and program information.
6. Work as a team member with other staff to promote positive educational environment.
7. Supervise students in the lunchroom, classroom, playground, or other assigned areas and may also wipe lunch tables so that students act in a safe manner appropriate to the school environment.
8. May perform general duties; such as, filing, copying, data entry, and answering phones so that the needs of building teachers are met.
9. May sell, take and/or tally tickets for various school events.
10. Other job related duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school degree, GED, or equivalent.
2. Ability to work effectively with parents, students, and other staff.
3. Ability and experience working with classroom technology is desirable.
4. Willingness to accept and follow direction.
5. Ability to work independently with minimum supervision.
6. General office skills.
7. Ability to maintain confidentiality.
8. Ability to work overtime including evenings, weekends and holidays.