

RIVER VALLEY SCHOOL DISTRICT

JOB TITLE: **Instructional Assistant**

QUALIFICATIONS: High school diploma; DPI certification (if applicable); ability to work with students with respect, kindness, and consideration; ability to maintain confidentiality and effective working relationships with students, teachers, and the public; ability to understand and carry out oral and written instructions; experience and willingness to work with children with differing needs; good independent judgment skills; and excellent communication skills.

IMMEDIATE SUPERVISOR: Principal or Pupil Services Director

PERFORMANCE RESPONSIBILITIES

- Assist in teaching related activities, record keeping, material processing and other clerical-related tasks allowing teachers to increase efficiency in the instructional program.
- Work with small groups of students to reinforce material planned by the teacher.
- Assist in supervising students as assigned and as needed.
- Assist in supervising students on playgrounds, in libraries, during lunch periods and/or boarding buses.
- Assist teachers on field trips.
- Correct student work and record grades under supervision of the teacher.
- Encourage and direct students with various academic activities in the class room, such as read aloud tests or quizzes or help with classwork.
- Consult teacher with any issues with students.
- Take charge when the lead teacher needs to leave the room for any reason.
- Make teacher contact for students who are having difficulties in any general education class.
- Help to maintain a safe learning environment.
- Perform routine and instructional duties to free certified teaching staff for lesson planning and increased instructional time with students.
- Prepare instructional materials as requested by the supervising staff person.
- Assist in teaching related activities, record keeping, material processing and other clerical-related tasks allowing teachers to increase efficiency in the instructional program.
- Work with small groups of students to reinforce material planned by the teacher.
- Take inventory, prepare reports, file materials, and perform other clerical activities as assigned by Principal.
- Deal with the public and confidential material in a courteous and responsible manner.
- Assist in respective building office as needed and operate office equipment as required.
- Prepare bulletin boards and displays as needed.
- Sort mail daily as needed.
- Perform other related duties as assigned.

Employee Signature

Date