



## MOLALLA RIVER SCHOOL DISTRICT

### Job Description

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**Job Title:** Instructional Assistant

**Reports To:** Appropriate Teacher(s) or Administrators

**Evaluated By:** Administrator

**JOB GOAL:** Under direct supervision of a licensed teacher, performs a variety of tasks assisting the teacher in the development of an instructional program by working with students individually or in small/large groups; prepare instructional materials, maintain classroom discipline, and conduct planned activities using teacher-designated methods and materials; some positions require aptitude and skill in working with the particular disabilities or learning needs of students.

**ESSENTIAL REQUIREMENTS:** To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. High School Diploma or equivalent as required by OAR 581-37-030, Oregon Department of Education
2. 18 years of age or older
3. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students and staff
4. Ability to understand and follow oral and written instructions
5. Ability to maintain confidentiality
6. In an ESL/migratory position, ability to be bilingual in Spanish, English, or other languages as specified by the administration (speak, read, and write)
7. Ability to supervise individual or groups of students in an instructional setting without constant teacher oversight; work in a team situation
8. Ability to deliver instructional programs to students who have moderate to severe learning and physical disabilities and/or social behavior problems
9. Ability to work effectively in an environment which can be both physically and emotionally fatiguing; perform physically demanding requirements of the job
10. Ability to work with students who may exhibit aggressive behavior, as required of specific job assignment
11. Ability to work with students who require attention to basic feeding and personal hygiene needs, as required by specific job assignment
12. Possess knowledge of English usage, mathematics, and a basic understanding of the subjects in which this position is to provide assistance
13. Ability to possess and maintain a valid First Aid card including HIV training
14. Ability to type accurately; operate standard office equipment such as computer, copier, and word processor; and operate audio-visual equipment
15. Perform physical requirements which may include:
  - A. Moderate degree of physical stamina
  - B. Frequent standing, walking, bending
  - C. Physically restraining a student as needed
  - D. Possible exposure to bodily fluids in assisting students with using rest rooms and in tending to injury and illness
16. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may also be assigned.

1. Assist teachers in the planning and implementing of learning experiences of students enrolled in

programs; confer with teacher to provide feedback on student performance, progress, and testing activities

2. Assist the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities
3. Assist in the instruction of students in group or one-on-one settings, often without direct teacher supervision; revise lesson plan or teaching strategy during instructional activity as necessary to achieve IEP goals and objectives
4. Provide for the identified physical needs of students such as toileting, feeding, therapy, and other related needs
5. Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff
6. Assist in monitoring classroom management in accordance with the district's discipline procedures, which may include the physical restraint, physical movement, lifting and carrying of students
7. Supervise students in and outside of the classroom with an understanding of and provision for a safe environment
8. Perform various clerical functions in student record keeping, monitor assignments, IEP development, maintain accurate files, and other related functions
9. Assist with the supervision of students during emergency drills, assemblies, and play periods
10. Assist with large group activities as drill work, reading aloud, and story telling
11. Read to students, listen to students read, and participate in other forms of oral communication with students
12. Check notebooks, correct papers, and supervise testing and make up work as assigned by the teacher
13. Handle discipline problems in accordance with the district's discipline procedures
14. Maintain a high level of ethical behavior and confidentiality of information about students
15. Alert the teacher to any problem or special information about an individual student
16. Serve as the chief of information and help to any substitute teacher assigned in the absence of the regular teacher
17. Participate in in-service programs as assigned
18. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration.

**CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:**

1. Possess and maintain a valid First Aid card.
2. Criminal Justice Fingerprint Clearance

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (See addendum)

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

**TERMS OF EMPLOYMENT:** Days and hours to be arranged, with salary according to current schedule.

**EVALUATION:** Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

*I have read and understand the responsibilities and qualifications of this job description.*

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Signature

Date: