



## Instructional Assistant, Second Grade Part-Time

### **SUMMARY OVERVIEW:**

The Instructional Assistant assists the classroom teacher in the daily curriculum activities that promote the social, physical and intellectual growth of the assigned students.

Work hours are Monday through Friday, 8 AM to 1 PM

### **ESSENTIAL FUNCTIONS:**

Primary duties and responsibilities include:

- Assisting in implementing the daily program under the direction of the teacher.
- Assisting in preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Working with students in specific academic areas as directed by classroom teacher using a variety of instructional technologies.
- Assisting with set up and clean up with classrooms at the beginning and end of the school year. Helping with the general housekeeping tasks to maintain an orderly, attractive, and positive learning environment.
- Use of positive reinforcement strategies and techniques to assist students in the development of appropriate behavior.
- Supervising the classroom when the teacher is out of the room.
- Supervising the students during non-instructional times, i.e., before/after school, indoor & outdoor recess and lunch times as per supervision schedule and including traffic duty before and/or after school.
- Maintaining a professional attitude and supporting the charism, vision and mission of the school as well as decisions made by administration.
- Holding confidential all student information and matters pertaining to the school.
- Treating all children, parents, and staff with dignity and respect.
- Referring all parents/questions to the teacher for information regarding any student.
- May perform routine clerical tasks such as computer operation, filing and photocopying.
- Attending school and Diocesan in-services as directed by Administration.
- Relieving other instructional assistants for their breaks, if necessary.
- Adhering to the policies and procedures of the Diocesan Employee Handbook and the St. Junipero Serra Catholic School Staff General Policies and Procedures Handbook.
- Perform other related duties as required.

### **QUALIFICATIONS & EXPERIENCE REQUIRED:**

- Experience with school-age children.
- Knowledge of basic subjects including math, grammar, spelling and reading.

Ability to:

- Demonstrate an understanding, patient and supportive attitude towards students of various learning capabilities.
- Utilize a variety of instructional materials.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written instruction.
- Maintain cooperative and respectful working relationships.
- Perform routine clerical tasks.
- Operate a variety of educational and office related equipment.