Title: Instructional Assistant

Reports to: Building administrator and Lead Teacher

Work Days: Between 180-183

Status: Non-exempt

Job Objective:
Performs a variety of non-teaching classroom support and student personal care services as directed under the supervision of an assigned teacher. Responsible for conducting themselves in an appropriate manner, setting an example for students, parents and coworkers by reflecting the Noblesville Schools Vision and Mission.

Minimum Qualifications:
- Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
- Meets all mandated health requirements.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
- Ability to physically assist students with disabilities (e.g., mobility, transferring, positioning, etc.).
- Ability to interact comfortably and confidently with the public.
- Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.

Essential Functions:
The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.
- Actively support and participate in the district and community’s commitment to diversity, inclusion, and equity goals.
- Checks/verifies assignments. Carefully follows directions. Seeks clarification when expectations and/or procedures are unclear. Takes the initiative to perform routine tasks independently.
- Works with small groups and/or individual students. Acquires basic proficiency in skills that support student needs (e.g., sign language, finger spelling, etc.).
- Upholds board policies and follows administrative guidelines/procedures. Refers corporation policy/procedure questions to administrators/supervisors.
- Advances the corporation’s professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Helps facilitate community participation in activities that enhance student learning.
- Helps students with remedial and/or enrichment activities. Reinforces instructional objectives introduced by the teacher.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.
- Assists with student mobility needs. Helps students use assistive and/or augmentative devices.
- Assists therapists with standing frames, braces, changing clothing, tube feeding, etc. Helps incorporate assigned therapy activities into the daily schedule (e.g., stretching, speech assistance, exercises, etc.).
• Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).
• Follows prescribed medical plans and/or assists students with personal hygiene care (e.g., toileting, catheterization, etc.) as trained by a licensed health care professional.
• Helps feed students. Complies with personal hygiene rules and standard sanitation procedures.
• Actively participates in programmed recreational activities as directed.
• Supervises rest periods when applicable.
• Monitors ill students until a parent/guardian arrives.
• Respects personal privacy. Maintains the confidentiality of privileged information.
• Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
• Upholds the student conduct code. Maintains high expectations for behavior and performance. Provides appropriate student supervision as directed.
• Works with the classroom teacher to address persistent behavior problems.
• Supervises non-classroom activities as directed (e.g., arrival/departure, lunch, recess, field trips, library, computer lab, etc.).
• Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
• Reports suspected child abuse and/or neglect to civil authorities as required by law.
• Performs clerical work related to classroom activities. Prepares and distributes classroom materials. Maintains records as directed.
• Prepares classroom equipment for use (e.g., computers, media resources, etc.).
• Helps keep program areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.). Sanitizes equipment as directed.
• Participates in staff meetings and professional growth opportunities as directed.
• Strives to develop rapport and serves as a positive role model for others.
• Helps students understand and embrace ethical conduct and democratic values.
• Maintains a professional appearance. Wears work attire appropriate for the position.
• Performs other specific job-related duties as directed.

Abilities Required:
The following personal characteristics and skills are important for the successful performance of assigned duties.

• Acknowledges personal accountability for decisions and conduct.
• Demonstrates professionalism and contributes to a positive work/learning environment.
• Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
• Maintains an acceptable attendance record and is punctual.
• Reacts productively to interruptions and changing conditions.
• Verifies and correctly enters data. Prepares accurate and timely reports/paperwork.
• Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

Working Conditions:
• To promote safety, employees are expected to exercise caution and comply with safety regulations and corporation policies/procedures when involved in the following situations. conditions.
• Balancing, bending, crouching, kneeling, reaching, and standing.
• Exposure to adverse weather conditions and temperature extremes.
• Exposure to blood-borne pathogens and communicable diseases.
• Interactions with aggressive, disruptive, and/or unruly individuals.
• Lifting, carrying, and moving work-related supplies/equipment.
Operating and/or riding in a vehicle.
Traveling to meetings and work assignments.

Performance Evaluation:
Job performance is evaluated according to policy provisions and contractual agreements adopted by the Noblesville School Corporation.

_________________________________  ___________________
Instructional Assistant’s Signature  Date

The Noblesville School Corporation is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

The information contained in the job description is for compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Spring, 2019