

BANKS SCHOOL DISTRICT
JOB DESCRIPTION
Regular Education Instructional Assistant

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| Code: | GC-AR(20) |
| Adopted: | 1/11/16 |

IMMEDIATE SUPERVISOR School Administrator

GENERAL DUTIES

Perform a variety of clerical and secretarial functions in the processing of students and student records. Responsible for computer input and retrieval and must make a variety of decisions within a framework of established procedures. Tasks are related to student records, schedules, attendance, enrollment, testing, and a variety of student-teacher record keeping. Must be detail-oriented, able to multi-task and collaborate with coworkers.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent. Two years of postsecondary education or an associate's (or higher) degree, or a District approved academic assessment, may be required
- B. Be at least 18 years of age or older
- C. Ability to work harmoniously with others and to communicate effectively with students, parents and teachers
- D. Ability to follow general oral and written instructions
- E. Skill in the use of office machines
- F. Reasonable knowledge of the basic elements of the teaching process and classroom management
- G. Familiarity with computer keyboard and word processing
- H. First Aid certification may be required, based on assignment
- I. Ability to work independently and take initiative in task performance
- J. General office procedure skills that include good written and oral communication and computer skills
- K. Medication administration certificate may be required
- L. Able to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds
- M. Have standards of moral character as required of teachers
- N. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Assist in the administration, scoring and recording of tests and test data including written, oral and physical data
- B. Instruct individuals or small groups of students with special learning needs and/or motor skill needs, following a prescribed program
- C. Conduct scheduling, and disseminate information regarding students to appropriate institutions and under the direction of immediate supervisor
- D. Assist teachers in devising special strategies for teaching or reinforcing material or skills, including data collection
- E. Prepare materials prescribed by the teacher, the Individual Education Plan, or lesson plan
- F. Provide basic secretarial/clerical assistance including, but not limited to word processing, filing, copying, recording, etc.
- G. Dispense student medication as per District procedures as needed
- H. Supervise students at recess to ensure a safe environment
- I. Cultivate and model a respectful working and learning environment

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

| Physical Requirements | NA | R | O | F | C |
|--------------------------------------------------------|-----------|----------|----------|----------|----------|
| Sitting | | | | X | |
| Stationary Standing | | | | X | |
| Walking (level surface) | | | | X | |
| Walking (uneven surface) | | | X | | |
| Crawling | X | | | | |
| Crouching (bend at knees) | | | | X | |
| Stooping (bend at waist) | | | | X | |
| Twisting (knees/waist/neck) | | | | X | |
| Turn/pivot | | | | X | |
| Climbing (stairs) | | X | | | |
| Climbing (ladder) | | X | | | |
| Reaching overhead | | | | X | |
| Reaching extension | | | | X | |
| Repetitive use arms | | | | X | |
| Repetitive use wrists | | | | X | |
| Repetitive use hands grasping | | | | X | |
| Repetitive use hands squeezing | | | X | | |
| Fine manipulation | | | | X | |
| Using foot control | X | | | | |
| *Pushing/Pulling Maximum weight: 40 lbs. | | | X | | |
| *Lifting/Carrying Maximum weight: 40 lbs. | | | X | | |

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)

Employee Name (print)

Date

Employee Signature

Date