

JOB DESCRIPTION

TITLE GENERAL INSTRUCTIONAL/OFFICE ASSISTANT (K-12)

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/
Experience Two years of study at an institution of higher education; or an Associate's degree (or higher); or demonstrate through a formal state or local academic assessment (*ParaPro Assessment*) knowledge of, and the ability to assist in instructing reading, writing, and mathematics, as appropriate and knowledge of, and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate according to No Child Left Behind (NCLB). Basic computer skills required (e.g., ability to use email).

PLEASE NOTE: *.5 General Instructional & Office Assistant (Safe School) positions only at Middle and High schools do not need to meet NCLB. General Instructional & Office Assistant (Safe School) positions at Elementary schools do need to meet NCLB.*

Language Skills Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Certificate/License N/A

Reasoning Ability Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit,

talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 75 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Principal/Building Administrator

GENERAL RESPONSIBILITIES

1. Assumes instructional duties (under supervision of a teacher) and support duties as designated by the Principal.

SPECIFIC RESPONSIBILITIES

1. Conducts small group instruction.
2. Implements instruction and conducts pupil assessment under the supervision of instructional/administration staff member.
3. Supervises children in specific situations, e.g. playground, lunchroom, hallways, arrival/dismissal, media center, and clinic.
4. Performs support duties for teachers such as material production and filing.
5. Performs clerical duties including typing, filing, mailing, and receptionist functions.
6. Operates technical equipment including but not limited to word processing, computers, copiers, overhead projectors, laminator, and VCRs.
7. Accesses, inputs and retrieves information and data from a computer.
8. Performs other duties as assigned.