

**WINOOSKI SCHOOL DISTRICT**  
**Job Description: School and Community Based Instructional Assistant**

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***Date Approved/Updated:*** May 8, 2012

***Location:*** District-wide

***Job Group:*** Support Staff, Union

***Reports To:*** Special Education Case Manager

***Summary of Position Responsibilities:*** To assist in establishing an instructional environment which fosters student success, both in school and in the community.

***Essential Duties and Responsibilities:***

1. Assist students as directed by classroom or collaborating teacher.
2. Assist the teacher in devising special strategies for reinforcing learning of skills based on understanding of students, their needs, abilities and interests.
3. Assist the teacher in organizing the physical environment of the room.
4. Help to organize instructional materials as directed by the teacher.
5. Guide students' independent study as directed by the teacher.
6. Report any pertinent information or insights gained about students or curriculum to the classroom and collaborating teachers.
7. Enforce classroom and school procedures, academic and behavioral, established by the teachers and administration.
8. Serve as a source of information and to help any substitute teacher assigned in the absence of the regular teacher.
9. Participate in assigned in-service training.
10. Provide a nurturing environment for all students through praise and encouragement.
11. Help with testing and record keeping as assigned by the classroom or collaborating teacher.
12. Check notebooks, folders, correct papers and assist with the preparation of lessons as assigned by the classroom or collaborating teacher. This includes visual aids, bulletin boards, photo-copying, etc.
13. Adhere to strict confidentiality.
14. Attend assigned meetings.

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*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*

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15. Drives school bus to and from field-based sites as necessary or required as part of the program to enable students to participate in off-campus activities such as the Bridging Program, Howard Center, job site training, field trips, etc.

16. All other duties as assigned by classroom or collaborating teacher, or school principal.

**Supervisory Responsibilities include:** None.

**Qualification Requirements:**

*The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Must have an Associate’s Degree or higher.

Certificates, Licenses, Registrations: Ability to obtain and maintain a valid Type II Operation driver’s license in order to drive the school bus to and from off campus activities. License must be obtained within two months of being hired into this position. The district will cover the cost of the school bus driver training clinic, testing fees (maximum of two tests) and licensing fees associated with obtaining this license. A physical examination is also required.

Language Skills: Excellent oral and written communication skills.

Mathematical Skills: Basic math skills.

Reasoning Ability: Ability to problem solve in a fast paced environment.

Other Skills and Abilities: Strong collaboration skills.

**Physical Demands:**

*The physical demands are typical 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. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:*

- |                                       |                       |                        |                         |                             |                              |
|---------------------------------------|-----------------------|------------------------|-------------------------|-----------------------------|------------------------------|
| <u>_F_</u> Standing                   | <u>_F_</u> Walking    | <u>_F_</u> Sitting     | <u>_F_</u> Lifting      | <u>_F_</u> Carrying         | <u>_F_</u> Pushing           |
| <u>_F_</u> Pulling                    | <u>_F_</u> Climbing   | <u>_F_</u> Balancing   | <u>_F_</u> Stooping     | <u>_F_</u> Kneeling         | <u>_F_</u> Crawling          |
| <u>_F_</u> Crouching                  | <u>_F_</u> Reaching   | <u>_F_</u> Handling    | <u>_F_</u> Fingering    | <u>_F_</u> Feeling          | <u>_F_</u> Talking           |
| <u>_C_</u> Hearing                    | <u>_C_</u> Far Vision | <u>_C_</u> Near Vision | <u>_C_</u> Color Vision | <u>_F_</u> Depth Perception | <u>_F_</u> Repetitive Motion |
| <u>_C_</u> Eye/Hand/Foot Coordination |                       |                        |                         |                             |                              |

**Physical Effort:** Please indicate on the continuum the requirements of this position:

Sedentary Work	Light Work	Medium Work <b>XX</b>	Heavy Work	Very Heavy Work
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

**Work Environment:**

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*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. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:*

<input type="checkbox"/> _O_ Exposure to weather	<input type="checkbox"/> _O_ Extreme heat	<input type="checkbox"/> _O_ Extreme cold	<input type="checkbox"/> _O_ Noise	<input type="checkbox"/> _O_ Dust, vapors, fumes
<input type="checkbox"/> _F_ Time constraints	<input type="checkbox"/> _F_ Public contact	<input type="checkbox"/> _F_ Deadlines	<input type="checkbox"/> _F_ Travel	<input type="checkbox"/> _F_ Inside work

**Terms of Employment:** 7 hours/day for 181 day work year. Position would fall into the High Needs category.

**Compensation:** As per negotiated agreement with Instructional Assistants.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of Instructional Assistant personnel.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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