

# **POSITION DESCRIPTION**

## **Whiteriver Unified School District #20**

**TITLE:** Instructional Assistant (Paraprofessional)

**CONTRACT TERMS:** 10 Month

**SALARY CLASSIFICATION:** Credited Classified

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

To provide instructional support to certified teachers; to enhance the learning environment of students through individualized focus on learning skills.

### **PRINCIPAL DUTIES:**

#### **INSTRUCTIONAL ASSISTANCE:**

- Assists in preparation of instructional materials and physical environment;
- Assists in planning and preparation for group and individual activities;
- Assists with student records/attendance requirements;
- Assists substitute teacher to ensure continuity of learning process;
- Assists with parent activities;
- Performs other related tasks as assigned.

#### **STUDENT INTERACTION:**

- Supervises students as assigned, during non-instructional activities;
- Provides individual and group instructional support to reinforce skills;
- Provides enrichment and remedial assistance as required;
- Assists with testing to determine student placement, as required;
- Assists with evaluation to determine student progress;
- Participates in activities that will develop positive interaction in the instruction process;
- Performs other related task as assigned.

### **QUALIFICATIONS:**

#### **ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:**

- Minimum of AA degree or 64 credits;

- IVP Level One Fingerprint Clearance Card;
- Prior training of experience desirable, not required;
- Ability to communicate and work well with all children;
- Ability to communicate and work well with all staff;
- Knowledge of the Apache Language is desirable, not required.

**PHYSICAL REQUIREMENTS:**

- May be required to assist with students with restricted mobility;
- Occasional stopping, bending, and reaching.
- Must work indoors and occasionally outdoors.
- Must work in noisy and crowded environments.

**COMMITMENT & DEPENDABILITY:**

- Willingness to be an integral member of a successful team;
- Dedication to provide the highest level of service;
- Adherence to policies and procedures;
- Dedicated to maintain confidentiality.

**PERFORMANCE EXPECTATIONS:**

**TIME MANAGEMENT:** Routine work with little advance planning.

**STRESS MANAGEMENT:** Low stress with time deadlines.

**PUBLIC CONTACT:** Interacts primarily with students and other staff.

**RESPONSIBILITY:** Uses own initiative and judgement in performing job.

**EVALUATION PROCEDURES:** In accordance with provisions specified in governing board policy

**SUPERVISION RECEIVED:** Teacher, Principal, and/or Superintendent

**SUPERVISION GIVEN:** None