

# KYRENE SCHOOL DISTRICT, ARIZONA CLASS SPECIFICATION

## CLASS TITLE: Instructional Assistant

BAND	GRADE	SUBGRADE
A	1	0
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Varies	<b>FLSA STATUS:</b> Non-exempt
<p><b>CLASS SUMMARY:</b> Incumbents are responsible for providing either clerical support to teachers or classroom support for preschool or kindergarten teachers. Duties include: making copies, grading papers, preparing bulletin boards, ordering and maintaining materials, handing out snacks, supervising children outside of the classroom, assisting with toileting needs, checking backpacks, setting up rooms for activities, working with small children during pre-planned activities or during playtime, monitoring children’s behavior, and assisting with cleanup under the direction of a certified teacher.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The Instructional Assistant is the first level of a two level instructional assistant series. The Instructional Assistant is distinguished from the Senior Instructional Assistant in that the Instructional Assistant provides either clerical support or assists preschool or kindergarten teachers in children’s activities.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Assists teacher by making copies, keeping attendance records, creating bulletin boards, ordering and maintaining materials, helping with classroom instruction, grading papers, working with small children during pre-planned activities and during playtime, and handing out snacks.	Daily	A1
2.	Monitors children’s behavior inside and outside of the classroom.	Daily	A1
3.	Assists with toileting needs and hygiene needs including changing diapers; assists and monitors feeding of students.	Daily	A1

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4.	Assists with cleanup by putting away supplies and snacks, sterilizing classroom, and sanitizing toys.	Daily	A1
5.	Sets up room each day by setting out materials; takes down room each day.	Daily	A1
6.	Checks backpacks by ensuring that all important papers are inside.	Daily	A1
7.	Submits Medicaid billing as directed.	Monthly	A1
8.	Performs other duties of a similar nature or level.	As Required	N/B

**Knowledge** (position requirements at entry):

Knowledge of:

- Basic first aid;
- Basic mathematical skills.

**Skills** (position requirements at entry):

Skill in:

- Using office equipment;
- Preparing group activities;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.), or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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**Licensing Requirements** (position requirements at entry):

- Current First Aid and CPR Certifications.
- AHCCCS number to submit Medicaid billing (within four weeks of hire).

**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, and seeing.

Incumbents may be subjected to body fluids.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98

Revised: 5/99