

**KYRENE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**INSTRUCTIONAL ASSISTANT SENIOR**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Instructional Support	A/1/1	Nonexempt

**CLASS SUMMARY:**

The Instructional Assistant Senior is the second level of a three level series. Incumbents, based upon assignment, are responsible for providing classroom assistance and instruction to students under the direction of a certified teacher or community education program coordinator; and may be responsible for processing and maintenance of library and/or resource room media and other materials.

As assigned to a classroom or community education program, duties may include documenting assignments, providing instruction to targeted students; summarizing data and maintaining attendance and progress reports, preparing testing materials, creating instructional materials, supervising students during lunch and recess, communicating student progress with teachers, assisting with toileting, diapering, and hygiene activities, assisting teachers in preparing lesson plans and materials, carrying out IEP goals and objectives; teaching children how to use computers; and monitoring students in in-school suspension.

As assigned to a library, duties may include inventorying and ordering materials and supplies; setting up equipment and training staff on computers and/or audio/visual equipment; processing and cataloging library materials; checking in and out library and media materials; preparing materials and equipment for circulation; shelving and storing returned materials and equipment; recording and duplicating educational programs; calculating and maintaining memberships; coordinating District-wide purchasing for periodicals; troubleshooting and maintaining audio/visual equipment; maintaining databases; determining if books can be repaired; inventorying library and media materials and equipment; coordinating the collection of and shipment of materials for rebinding; and, maintaining educational collections and preparing window and board displays.

As assigned to a resource room, duties may include recording and balancing budgets; ordering supplies; preparing purchase orders; maintaining workroom and equipment; cataloging and processing materials; coordinating with librarians and transportation providers; delivering materials; maintaining membership for educational programming; and, maintaining master collection of educational resource catalogs.

The Instructional Assistant Senior is distinguished from the Instructional Assistant Special Education in that the latter delivers services directly to assigned students with special needs.



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<b><u>ESSENTIAL DUTIES:</u></b> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
As assigned, assists teachers in preparing lesson plans and materials, instructional lessons, and testing materials; maintains circulation of library materials including checking in and out and shelving of books, materials, and media equipment; provides broadcasting services including recording and duplicating educational programs, scheduling and coordinating the viewing of videos; and oversees resource room operations.	Daily 50%	A/1
As assigned, documents assignment and maintains attendance records, progress reports, student files, Medicaid billing, and other paperwork; processes and catalogs library materials including cleaning and repairing, barcoding, labeling, covering and stamping books and audio/visual equipment; coordinates purchasing for periodicals and other materials; and coordinates educational programming catalogs and manuals.	Daily 15%	A/1
As assigned, communicates student progress to teachers and parents; grades tests and homework assignments; escorts students from bus to classroom and between classes; provides clerical support such as photocopying and creating bulletin boards using office equipment; facilitates use of media center resources to support curriculum; and maintains multimedia equipment.	Daily 15%	A/1
As assigned, executes IEP goals and objectives; monitors students during lunch, recess, and in-school suspension; coordinates with librarians to assess school-specific needs relative to magazines and other resource materials.	As Needed 5%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	

**Training And Experience:**

High School Diploma or GED and one year of related experience is required; based upon assignment, Associate's Degree in library technology or computer media or other related technical training and/or additional related experience may be required; or, an equivalent 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/Certification Requirements:**

- May require First Aid Certificate per licensing requirements;
- May require Cardio Pulmonary Resuscitation (CPR) Certificate per licensing requirements;
- As assigned, 60 hours of secondary education may be required;
- As assigned, successful completion of the paraprofessional test may be required.

**Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Basic first aid and CPR;
- As assigned, basic math, reading and writing, library operations, children's literature
- Basic child development;
- IEP execution;
- Safety procedures.

**Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Problem solving, behavior monitoring, and record keeping including related systems;
- As assigned, preparing group activities and instructional lessons, using software applications;
- As assigned, electronic and print information retrieval and report preparation;
- As assigned, troubleshooting and routine maintenance of equipment;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of office equipment and computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.



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**ADA and Other Requirements:**

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

Incumbents may be subject to body fluids, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Class History Information:**

Prepared by Fox Lawson & Associates 10.24.08

Revised by Human Resources 10.05.09

