

**KYRENE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**INSTRUCTIONAL ASSISTANT/SCHOOL MONITOR**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Instructional Support	A/1/0	Nonexempt

**CLASS SUMMARY:**

The Instructional Assistant/School Monitor is the first level of a three-level series. Incumbents, as assigned, are responsible for assisting certified teachers with classroom activities or enforcing school rules and policies and the safety of students on school grounds and crosswalks associated with an assigned campus.

Incumbents, as assigned to instructional assistance, are responsible to providing either clerical support to teachers or classroom support and may include making copies, grading papers, preparing bulletin boards and assisting with toileting needs. Incumbents assigned to school monitoring are responsible for serving as crossing guards and monitoring of assigned campus during out-of-class time periods and may include supporting the enforcement of school rules.

The Instructional Assistant/School Monitor is distinguished from the Instructional Assistant Senior in that the latter provides direct instructional services to students and the former, as assigned, provides support assistance to a certified teacher and/or school-wide monitoring and enforcement of school rules outside of the classroom.

<b><u>ESSENTIAL DUTIES:</u></b>	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
As assigned, assists teachers with copies, record keeping, creating bulletin boards, and working with children; or monitors assigned school campus and adjacent areas to enforce school rules and safety including non-class hours such as lunch, halls, and before/after school arrivals.	Daily 40%	A/1
As assigned, monitors children's behavior and hygiene within the classroom and outside or sets out and locks up school street signs and serves as school crossing guard monitoring non-classroom activities.	Daily 25%	A/1
As assigned, sets up and takes down classroom equipment and materials or supports school management as requested and supervised by the Administration.	Weekly 15%	A/1
As assigned, performs duties such as submitting Medicaid billing or escorting students as requested by the Administration from one campus location to another.	Monthly 5%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	



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**Training And Experience:**

High School Diploma or GED is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements:**

- As assigned, Fingerprint Clearance Card.
- As assigned, 60 hours of secondary education may be required.
- As assigned, 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;
- 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;
- 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.

**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, and intense noise.

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.



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**Class History Information:**

Prepared by Gallagher Benefit Services, Inc. 8.27.18

