

**RICHMOND SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**Instructional Assistant**

**Job Summary**

Under the direction of the school superintendent/principal or assigned classroom teacher, assists in providing instruction to individuals or small groups of students in a classroom or an instructional resource setting; performs various tasks in assisting with the educational needs associated with the particular program to which assigned.

During the regular course of work, the Instructional Assistant may have access to sensitive information. It is expected that all employees of the Richmond School District will not release any sensitive personal information regarding students, parents/guardians, or staff.

**Qualifications**

Minimum Qualifications Include:

- High School Diploma or Equivalent.
- Associates of Arts Degree, 48 college units, or successful passage of the District approved highly qualified paraprofessional exam.
- Current First Aid and CPR certification is desirable.

**Knowledge/Skills/Abilities**

Basic knowledge of subjects taught in district school, including mathematics, language arts, reading, science and social studies. Ability to maintain simple records, print and write legibly, understand and follow oral and written instructions. Ability to maintain emotional control during difficult situations.

**Essential Functions**

- Establishes rapport with students; helps build confidence, self-esteem and responsible behavior in students.
- Reinforce instruction to individuals or small groups of students in a variety of subjects.
- Support the assigned teacher's style of classroom management.
- Promotes safe practices in classroom and playground activities by following all health and safety rules.
- Communicates student performance and behavior to teacher.
- Provides yard duty during lunch recess.
- Provides support to teacher by setting up work areas, displays and exhibits.
- Performs a variety of clerical duties such as preparation of instructional materials, scoring papers and maintaining simple records and files.

- Attends and participates in in-service activities and staff meetings as assigned.
- Establishes and maintains cooperative and effective working relationships with staff, students, parents, administrative personnel and others contacted in the course of work.
- Performs other related duties as assigned.

**Physical Requirements**

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

- |                  |   |               |
|------------------|---|---------------|
| 1. Seldom        | = | Less than 25% |
| 2. Occasional    | = | 25 – 50%      |
| 3. Often         | = | 51 – 75%      |
| 4. Very Frequent | = | 76%           |

- 4 Ability to work at a desk, conference table or meetings in various settings.
- 3 Ability to stand for extended periods of time.
- 4 Ability to see for purposes of reading printed matter and observing students.
- 4 Ability to hear and understand speech at normal levels.
- 4 Ability to communicate so others will be able to clearly understand normal conversation.
- 3 Ability to bend, twist, stoop, kneel, run and crawl.
- 2 Ability to lift 50 pounds.
- 3 Ability to carry 25 pounds.
- 3 Ability to operate office equipment.
- 4 Ability to reach in all directions.

**I have read and understand the above requirements for this position:**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted: April 12, 2018