

**Noah Webster Schools - Pima
Job Description**

Job Title: Instructional Assistant/Title One
Department: Title One
Reports To: Title One Director

SUMMARY

Performs any combination of following instructional tasks in classroom to assist teaching staff of public or private elementary or secondary school by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Discusses assigned teaching area with Title One supervisor to coordinate instructional efforts.

Prepares lesson outline and plan in assigned area and submits outline to Supervisor for review.

Plans, prepares, and develops various teaching aids such as bibliographies, charts, and graphs.

Presents subject matter to students, utilizing variety of methods and techniques and follows the Effective Teaching Cycle: Review, New Material, Guided Practice, Independent Practice.

Prepares, administers, and grades student work.

Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.

Confers with Classroom Teacher and Title One Supervisor on progress of students.

Keeps record as required by Title One Supervisor.

Performs duties as assigned by administration.

Follows all school policies and procedures.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

SCHOOL COMMUNITY RESPONSIBILITIES

NWBS employees are expected to maintain positive communications and respectful behavior, maintain confidentiality in sensitive matters, be punctual and conscientious at all times, participate in site based decisions, cooperate and participate in school programs and activities as well as school social and fundraising events, demonstrate a commitment to continuous professional improvement and participate in constructive criticism as opposed to engaging in negative/harmful activities or communications.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college ; and/or passing score on the ParaPro

Assessment.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Signature

Date