



## David Douglas School District #40

### Classified Job Description

#### **INSTRUCTIONAL ASSISTANT – GED CLASSROOM INSTRUCTION/TESTING SUPPORT**

Schedule: 9 months per year  
Class: 8

#### **POSITION PURPOSE**

Supervision and instruction of the GED program offered at Fir Ridge Campus. Assist students who enter the GED program from initial registration / assessment through GED completion and graduation. Provide additional support to state testing through supervision and organization.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Welcome and register students to GED program
- Implement and supervise initial assessment tests
- Provide materials and instruction for all five GED subject areas (math, science, social studies, reading and writing). Record student test and information and progress
- Contact parents if necessary
- Assist and plan for end of the year GED graduation
- Act as a liaison with MHCC GED program
- Assist state testing lab
- Help supervise and organize state testing
- Perform other duties, as assigned

#### **State Testing Duties:**

- *Help set up room during 1<sup>st</sup> break*
- *Verify student test list against students testing*
- *Welcome students*
- *Aid in/Manage SSID card distribution and collection*
- *Encourage students*
- *Help manage students with testing difficulties*
- *Fill out partial credit slips when students pass*

#### **QUALIFICATIONS**

- Must have had 2 years of college or hold an Associates Degree or completed the district paraprofessional training
- Prior experience working with alternative/high school age students
- Knowledge of academic skills necessary for instruction
- Posses word processing and technology skills
- Ability to relate with students and their requests for assistance
- Flexibility and patience in supervising and instructing students with a variety of skill levels
- An understanding of and empathy for students with special needs and familiarity with techniques for instruction and assistance
- Ability to plan and organize materials for use in instruction
- Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff
- Experience with conflict resolution
- Possess basic phone etiquette and language skills
- Good attendance record
- Spanish speaker is a plus
- Bicultural preferred

**ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate to high degree of physical stamina, with frequent lifting of up to 10 pounds and the possibility of lifting up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/playground). Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.