



David Douglas School District #40

Classified Job Description

INSTRUCTIONAL ASSISTANT – BILINGUAL - SPANISH

Schedule: 9 months per year

Class: 8

POSITION PURPOSE

To assist teachers in instructional activities and working with students with special needs to help them achieve skill levels not possible for them in a regular classroom setting.

NATURE AND SCOPE OF RESPONSIBILITIES

- Assist the teacher in the instruction of students with special needs and at varying grade levels
- Instruct students in groups or individually
- Assist the teacher in monitoring and documenting the progress of students
- Provide input to the teacher on planning lessons and evaluating results
- Perform other tasks to assist the teacher, such as grading papers, putting data into the computer, and preparing teaching materials
- For students with special needs, duties may include providing for students' personal care needs (i.e. wheelchair transition, bathroom needs, recording medical and personal care needs, physical movement and lifting of students, etc.)
- Assist in supervision of students in the classroom as well as other settings, such as the cafeteria and/or playground
- Perform other duties, as assigned

QUALIFICATIONS

- Must have had 2 years of college or hold an Associates Degree or completed the district paraprofessional training
- Prior experience in working with students required
- Speak Spanish fluently
- Knowledge of English usage, spelling, mathematics, and a basic understanding of subjects and conditions in which the Instructional Assistant is to provide assistance
- Type with accuracy, using a word processing program on the computer, comfortable with data entry as well as office machines and audio-visual equipment as needed
- Knowledge of classroom practices and procedures and school operations and personnel
- Ability to project a pleasant manner and relate well to students and their requests for assistance
- Flexibility and patience in supervising and instructing students with a variety of skill levels
- Ability to plan and organize materials for use in instruction
- Ability to work harmoniously with others and to communicate appropriately and effectively, both orally and in writing, with students, parents, and staff
- Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with frequent lifting of up to 10 pounds and occasional lifting of 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.

INSTRUCTIONAL ASSISTANT cont.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

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.