



TITLE: INSTRUCTIONAL ASSISTANT

REPORTS TO: Teacher

SCOPE:

Assist the classroom teacher with educational, remedial, physical, and social tasks within the classroom.

PRIMARY RESPONSIBILITIES:

- Assist students with classroom assignments, tests, activities, etc., ensuring students understand assignments given by the teacher.
- Assist in developing and maintaining a positive classroom and school environment.
- Oversee instructional activities as directed by the teacher and monitor results.
- Document and report relevant information regarding student progress, behavioral changes, or physical needs to the teacher as necessary.
- Maintain communication with the classroom teacher.
- Implement recommendations provided by the classroom teacher or specialist for a specific child.
- Maintain and enforce disciplinary procedures.
- Perform clerical duties such as copy work, computer work, and filing.
- Ensure a safe, clean environment conducive to learning.
- Attend professional development activities as assigned.
- Become familiar with the instructional strategies that are utilized in the International Baccalaureate curriculum.
- Maintain confidentiality regarding the children, their families and other employees.
- Other tasks assigned by the teacher or supervisor.

EDUCATION, CERTIFICATION, WORK RELATED EXPERIENCES:

Bachelor's Degree in Education or Early Childhood Education

Pennsylvania Teaching Certification Required-Commensurate with Programming

Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)

Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code) Nonresidents and Pennsylvania residents who have not resided in the

Commonwealth for at least two years prior to the date of application for employment are required to

obtain an FBI Criminal History Record

Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with

Act 151 of 1994

KNOWLEDGE BASED EXPERIENCES:

Certified in relevant subject area

Knowledge of a variety of instructional strategies that will be utilized in academic presentations

TECHNICAL COMPETENCIES AND SKILLS:

Possesses strong oral and written communication skills

Works independently with little direct supervision

Works as part of a team

Accepts responsibility and is self-motivated
Demonstrates strong work ethic to achieve academy goals
Displays effective multi-tasking and time management skills

WORKING CONDITIONS:

Physical Ability: Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination.

All Instructional Assistants work only days when students are in attendance. Any other days worked will be at the discretion of the Chief Academic Officer.

York Academy Regional Charter School is an Equal Opportunity Employer. ADA requires the York Academy Regional Charter School to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

(Revised: November 8, 2010)

(Revised: February 13, 2012)