

**PART-TIME PROJECT ON-TRACK INSTRUCTIONAL  
ASSISTANT TO THE TEACHER**

**TITLE:**

**QUALIFICATIONS:**

1. Not less than a high school education or general equivalency Diploma
2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed; and
3. Meets necessary health and physical requirements and be fingerprinted
4. Meets the standard of highly qualified through passing the ParaPro examination or the equivalent of two years of college.

**JOB GOAL:**

To provide assistance to teachers, secretaries, and clerical personnel when needed

**ESSENTIAL FUNCTIONS:**

1. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students;
2. Operates and cares for equipment used in the classroom for instructional purposes;
3. Distributes and collects workbooks, papers, and other materials for instruction;
4. Assists with the supervision of students during emergency drills, assemblies, play periods and field trips;
5. Checks notebooks, corrects papers, and supervises testing and makeup work as assigned by the teacher;
6. Works with individual students or small groups of students to reinforce learning of materials or skills;
7. Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job;
8. Checks and records attendance;
9. Arranges bulletin boards;
10. Types and duplicates tests, worksheets, and supplementary materials;
11. Assists in supervising the children in lunchroom, playground, and bus loading;
12. Assists the teacher in assimilating materials for class displays;
13. Attends to the personal needs of the handicapped student;
14. Helps students to walk, board buses, put on prosthetic appliances, eat, dress, and perform other physical activities as their needs arise;
15. Assists with student management;
16. Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job;
17. Tutors students;
18. Rides the bus; and
19. Performs other duties as assigned.

**PHYSICAL DEMANDS**

This job requires lifting of objects that exceed 50 lbs., or the average weight of a child, if assigned to elementary grades, with frequent lifting and/or carrying of objects weighing up to 25 lbs. or more. Other physical demands that may be required are as follows: pushing and/or pulling; climbing; stooping, kneeling and/or crawling; reaching; talking; hearing; seeing.

## VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following: vocational education; apprentice training; on-the-job training; or essential experience in other jobs.

## TEMPERAMENT (PERSONAL TRAITS)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
3. Adaptability to dealing with students.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and ideas associated with them.
3. **Manual Dexterity:** Ability to move the hands easily and skillfully.
4. **Form Perception:** To make visual comparisons and discriminations and perceive slight differences in shapes and shadings of figures.
5. **Color Discrimination:** Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

## WORK CONDITIONS

Normal working environment.

## GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.