**Hawkins County Schools**

**Instructional Assistant**

**Reports To:**

School Administrator and Supervising Teacher

**Qualifications:**

Minimum of a High School Diploma

**Purpose Statement:**

To assist the classroom teacher in providing a quality educational experience for all students

**Essential Duties & Responsibilities:**

Educational Assistants duties may include, but are not limited to the following:

* Discuss assigned duties with classroom teachers in order to coordinate instructional efforts
* Prepare lesson materials, bulletin board displays, exhibits, equipment and demonstrations
* Present subject matter to students under the direction and guidance of teachers
* Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers
* Supervise students in classrooms, halls cafeterias, school yards, and gymnasiums, or on field trips
* Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students
* Distribute tests and homework assignments and collects them when they are completed
* Enforce administration policies and rules governing students
* Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices
* Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage
* Observe students’ performance, and record relevant data to assess progress
* Organize and label materials and display students’ work in a manner appropriate for their eye levels and perceptual skills
* Organize and supervise games and other recreational activities to promote physical, mental, and social development
* Provide extra assistance to students with special needs
* Assist in bud loading and unloading
* Assist librarians in school libraries
* Attend staff meetings, and serve on committees as required
* Collect money from students for school-related projects under the direction of the teacher
* Laminate teaching materials to increase their durability under repeated use
* Maintain computers in classrooms and laboratories, and assist student with hardware and software use
* Operate and maintain audiovisual equipment
* Type, file and duplicate materials
* Use computers, audiovisuals aids, and other equipment and materials to supplement presentations
* Perform other duties as assigned by the Principal or Supervising teacher

**Capacity and Ability Requirements:**

The usual job demands requires the following physical requirements: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, and physical dexterity.

**Terms of Employment:**

Salary and benefits shall be paid consistent with the District’s approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.