

# LEXINGTON

## JOB DESCRIPTION

**Job Title:** Instructional Assistant  
**Reports to:** Classroom Teacher  
**FLSA Status:** Non-Exempt 10-month position  
**Date:** April 3, 2019

**Position Summary:** Work with teachers in all different departments to provide support for and reinforce classroom objectives for effective student learning; and help maintain a positive learning environment ensuring students' success in school.

### **Job Duties and Responsibilities:**

- Provide support to classroom Teacher by maintaining and monitoring students' classroom progress and supporting a positive classroom culture and environment.
- Provide one-on-one instruction/coaching to students as requested by teacher.
- Assist in preparing classroom materials.
- Assist in the physical care of the students and/or classroom as needed by the situation and department, including feeding, dressing, toileting, ambulation as needed.
- Provide Crisis Prevention Intervention (physically restrain student when necessary to prevent harm to student, classmates and other staff members).
- Escort physically limited student(s) from class to class.
- Assist students with mobility.
- Supervise gym area and other common areas as needed.
- Lunch Duty.
- Function as Teacher when a Teacher is absent.
- Update students' progress reports and other clerical duties as necessary.
- Provide coverage in classes outside of the regular classroom environment; including Physical Education, Art and Dance.
- Other duties as assigned.

### **Professional Qualifications:**

- New York State certification as teaching assistant
- Experience working with adolescents preferred
- Knowledge of sign language or willing to learn
- Regents or Local High School Diploma, or GED required

### **Personal Qualifications:**

- Flexible, patient, dependable; always demonstrating good judgement.
- Able to perform job functions with attention to time and attendance.
- Team player possessing good interactive skills.
- Respond responsibly in crisis situations.
- Possess a positive attitude towards students and committed to providing a positive learning environment.

