

TITLE: Instructional Assistant, Distance Learning
REPORTS TO: Building Administrator

QUALIFICATIONS:

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. Have a high school diploma or the equivalent.
4. Knowledge and understanding of the concept of a distance learning classroom and the educational assistant's part in it.
5. Knowledge of or ability to learn to use the equipment for a distance learning classroom.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. Have standards of moral character as required of teachers.

JOB GOAL: To assist in the instructional process by maintaining a positive interpersonal relationship with students and staff. To provide assistance to the distance learning teachers in the assuming of routine tasks so as to enable the teacher to give more time and energy to the task of delivering instruction to the children.

ESSENTIAL JOB FUNCTIONS:

I. Work Habits:

1. Observes previously set working hours.
2. Attends work regularly.
3. Helps maintain and uses all equipment necessary to provide the distance learning class to the appropriate building and classroom.
4. Performs job related tasks with a minimum of supervision.
5. Performs related duties as required.

II. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality in performing assigned tasks.

III. General Duties

1. Follows lesson plans provided by teachers.
2. Collects information from teachers for student classes and grades.
3. Tracks absences.
4. Follows all District policies and those contained in the appropriate district handbook.

IV. Timeliness:

1. Turns in a time sheet each month when requested. Said time sheet is to be turned in to the building administrator.
2. Returns requested information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner, and remains throughout the meeting.
4. Notifies the building administrator in event of illness.

5. Takes appropriate papers from the computer and duplicates them in a timely manner to have available for the appropriate class.
6. Assists the building administrator in budget and inventory.

Physical Requirements:

In an eight hour day, employee may: stand/walk 1-4 hours, sit 3-5 hours. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation. Employee may need to bend, twist, squat, and reach above shoulder occasionally. Employee may need to lift approximately 25 pounds and occasionally lift and/or carrying articles such as docket, ledgers, and small tools.

Terms of Employment: Assistants will be employed on all student contact days, at varying hours per day. Wage and benefits are as outlined and agreed to in the collective bargaining agreement between Monroe School District #1J and OSEA Chapter #83.

Evaluation: Performance of this position will be evaluated annually.

Reviewed by: _____ **Date:** _____