**JOB DESCRIPTION FOR: Kindergarten and Preschool Instructional Assistants**

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REPORTS TO: Principal

QUALIFICATIONS: As established by the Board of Education

GENERAL RESPONSIBILITIES:

To provide a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource material.

DUTIES:

1. Works under the supervision of a certified teacher or other certificated staff members.

2. Prepares for classroom activities.

3. Works with individual children or small groups of students to re-enforce or follow up

what has been taught by the teacher.

4. Confers, as needed, with teachers concerning programs and materials to meet student

needs.

5. Cares for materials and equipment and assists with displays and classroom arrangement.

6. Performs clerical duties such as preparation of instructional and classroom materials,

operating copy machines, and maintaining classroom records.

7. Assists the teacher with non-instructional duties such as, but not limited to, cafeteria,

playground, library time, bus loading, emergency drills, assemblies, field trips, clothing

routines, and hygiene needs (toileting, diapering, feeding).

8. Participates as a member of an instructional team and participates in inservice training

programs as requested.

9. Monitors and reports behavior of students according to approved procedures; reports

progress regarding student performance and behavior; checks and assists students as

necessary.

10. Maintains a high level of ethical behavior and confidentiality of information about

students.

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ELIZABETHTOWN INDEPENDENT SCHOOLS Page 1 of 2

**JOB DESCRIPTION FOR: Kindergarten and Preschool Instructional Assistants**

**(continued)**

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11. Assures the health and safety of students by following health and safety practices and

regulations.

12. Performs other jobs as assigned by the principal or designated supervisor.

**Deleted one item:**

**The Board of Education delegates to the person holding this position the reasonable authority necessary to carry out the duties and responsibilities listed for this position.**

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION December 10, 1984

REVIEWED AND RE-ADOPTED: February 5, 1990

REVIEWED, REVISED, AND RE-ADOPTED *December 19, 2016*

ELIZABETHTOWN INDEPENDENT SCHOOLS Page 2 of 2