

MARION COUNTY JOB DESCRIPTION

Position Title: **Instructional Assistant, Regular Classroom**

Job Class: 7320, 8321

Department: Instruction

Reports to: Principal

Approved By: Marion County Board of Education

Date: June 2026

SUMMARY: Assists certified instructional staff in providing a safe, supportive, and effective learning environment that promotes student achievement. Provides instructional, behavioral, and organizational support to individual students and small groups under the direction and supervision of a certified teacher.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Provides instructional support to individual students and small groups as directed by the teacher.
- Reinforces skills and concepts previously introduced by the teacher.
- Assists in implementing instructional activities, interventions, accommodations, and modifications designed to support student learning.
- Assists with the preparation, organization, and maintenance of instructional materials, technology resources, and classroom equipment.
- Supports implementation of intervention programs and other student support initiatives as assigned.
- Assists with the administration, scoring, and documentation of assessments and progress-monitoring activities as directed.
- Maintains accurate records and documentation as required by district, state, federal, or program guidelines.
- Supervises students in classrooms, hallways, cafeterias, playgrounds, buses, assemblies, field trips, and other school activities as assigned.
- Assists in maintaining a safe, orderly, and positive learning environment consistent with district and school expectations.
- Supports teachers in implementing behavior management strategies.
- Escorts and monitors students as necessary throughout the school day.
- Maintains effective communication and collaborative working relationships with teachers, administrators, students, families, and support staff.
- Provides timely feedback to teachers regarding student performance, behavior, and participation.
- Assists in displaying and maintaining instructional materials, bulletin boards, and classroom learning environments.

- Operates and utilizes instructional technology and standard office equipment, including computers, printers, copiers, laminators, and educational software.
- Maintains confidentiality of student, personnel, and district information in accordance with applicable laws, regulations, and board policies.
- Participates in faculty meetings, professional learning activities, and training programs as required.
- Demonstrates professionalism, dependability, and ethical conduct in all interactions with students, staff, families, and community members.
- Assists with emergency procedures, safety drills, and school safety initiatives.
- Performs other duties and responsibilities as assigned by the principal or supervisor.

SUPERVISORY RESPONSIBILITIES: Supervises individual students, small groups, or larger groups of students as assigned and under the direction of certified staff. The position does not include formal supervisory responsibilities for employees.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate's degree or High school diploma/and related experience and/or training recommended. If employee does not have Associate's degree upon hire, one may need to pass Para Educator exam within one year of employment.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to student, parents and/or staff.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform basic mathematical calculation.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to assume responsibility for supervising students and understand and carry out oral and written instructions. Ability to develop effective working relationships with students, staff and the school

community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is regularly required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.