

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021
856-784-2100**

JOB DESCRIPTION

TITLE: Instructional Assistant

QUALIFICATIONS:

1. High school diploma or as required for a grant funded position
2. Pass a Criminal History Review under the provisions of P.L. 1986, C116.
3. Pass a physical examination in accordance with statute and Board policy.
4. Such additions and alternatives as the Board may deem appropriate and acceptable.

REPORTS TO: Director of Instruction and/or Supervisor

JOB GOAL: To assist qualified students develop appropriate skill levels in order to maximize benefit from the instructional program of their assigned class.

PERFORMANCE RESPONSIBILITIES:

1. Administers, scores and records such achievement and diagnostic tests as recommended by the classroom teacher.
2. Works with individual students or small groups of students to reinforce learning of material and skills initially introduced by the teacher.
3. Assists the teacher in devising and implementing special strategies for reinforcing material and skills based on a sympathetic understanding of individual students, their needs, interests and abilities.
4. Helps students master instructional materials and equipment assigned by the teacher.
5. Guides independent study, enrichment and remedial work set up and assigned by the teacher.
6. Assists with group activities such as drill work, reading aloud and story telling.
7. Reads to students, listens to students read and participates in other forms of oral communication with students.
8. Assists students in library or media center.

9. Checks notebooks, corrects papers and supervises testing and make-up work as assigned by the teacher.
10. Assists in the preparation and maintenance of instructional materials.
11. Alerts the teacher to any problem or specific information about an individual student and provides input regarding student progress.
12. Attends to students' personal care needs.
13. Attends and participates in in-service training programs.
14. Maintains a high level of ethical behavior and confidentiality in all work-related matters.
15. Performs any other tasks or duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Ten or twelve month work year. Work schedule, assignment and compensation to be established by the Board.

EVALUATION: Work performance will be evaluated in accordance with Board policy.

Board Approved: 1/5/2005

Revised: 8/2/2006