

September 23, 2022

Job Title: Kindergarten Instructional Assistant
Reports to: Principal/Teacher

Primary Purpose:

Support staff, as a vital factor in accomplishing the mission of the Western Wayne School Corporation, must represent themselves, the schools, and the Community with dignity and honor and perform all tasks required of the position. Tasks include but are not limited to the following: (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist classroom teacher(s) in performing specific duties as assigned or undertaking specialized tasks.
- Assist in providing individual and small-group instruction in order to adapt the curriculum to the needs of pupils' intellectual abilities.
- Assist in establishing and maintaining standards of student behavior.
- Prepare instructional materials; reads to students.
- Assist the classroom teacher in creating an environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Help plan daily and long-range lessons and classroom activities.
- Conduct learning exercises with small groups of students.
- Alert the teacher to the special needs of individual students.
- Provide escort and assistance to children as necessary.
- Check students' work for compliance with teacher's instructions.
- Help maintain individual records for each student.
- Collect and display suitable material for educational displays; prepare displays; decorate classrooms.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in implementing all policies and rules governing student life and conduct.
- Help maintain order in the classroom; monitors students to keep them on task.
- Perform a variety of office assistance tasks such as photocopying, filing, answering the telephone, etc. as required.
- Select and check out library materials for teacher's use.
- Perform related work as required.

Qualifications:

Each employee must be trustworthy, of good moral character, and in proper physical health to perform the job responsibilities and tasks. Support staff must be cognizant of the educational program & their responsibility to the students. High School Diploma or GED. Some experience in working with children is preferred

Physical Requirements:

Significant standing; some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Please Contact Elizabeth Miller, Principal emiller@wwayne.k12.in.us

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