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### Instructional Assistant: Job Description

**Purpose:** An Instructional Assistant assists licensed staff members in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. to accomplish these tasks, the Instructional Assistant works closely with staff and administration to promote and execute the instructional plan of the building.

**Responsible To:** Building Principal/Certified Teacher

**Payment Rate:** Starting hourly pay is \$8.00 per hour with no Bachelor's Degree and \$10.00 per hour with Bachelor's Degree.

**Benefits:** Instructional Assistants work 29.5 hours or less per week and are not eligible for overtime Assistants do not qualify for Health Insurance benefits through Southmont Schools.

**Qualifications:** High School diploma or equivalent.  
Associates or higher degree, or 2 years of college, or pass the ETS ParaPro Assessment  
Experience in using various computers and computer programs.  
Desire to continue career improvement.

#### Essential Functions:

1. Assist in facilitating the personal, social, and intellectual development of students.
2. Assist in establishing a positive learning environment, and respond to the individual needs of students.
3. Ensure that all activities conform to building and district guidelines.
4. Communicate effectively with all members of school and community.
5. React to change productively and handle other tasks as assigned by the teacher or administrator.
6. Appropriately operate all classroom equipment.
7. Support the value of an education.
8. Support the goals and vision of Southmont Schools.

I understand that this position is an hourly position not to exceed 29.5 hours per week. \_\_\_\_\_  
Initial

I understand that this job does not qualify for Health Insurance benefits. \_\_\_\_\_  
Initial

Signature: \_\_\_\_\_