

## **ROLE DESCRIPTION KINDERGARTEN INSTRUCTIONAL ASSISTANT**

**TITLE:** Kindergarten Instructional Assistant

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Experience with kindergarten or pre-school children preferred.
3. Early childhood coursework preferred

**REPORTS TO:**

Building Principal and/or Designee(s).

**JOB GOAL:**

To assist and support kindergarten classroom teacher(s) with educational activities and non-teaching tasks.

**PERFORMANCE RESPONSIBILITIES:**

**A. PROVIDE ACADEMIC SUPPORT:**

1. Provide one-to-one and/or small group instruction as determined by the teacher.
2. Read aloud or listens to children read.
3. Provide targeted intervention lessons as directed by the teacher or Language Arts Coordinator.
4. Reinforce teacher's directions and instruction.
5. Supervise free play activities.
6. Respond to student requests for help, observe learning styles of pupils, and report such matters to teachers.
7. Maintain appropriate records for teachers.
8. Assist the teacher in maintaining appropriate classroom behavior and monitoring specific behavior management programs

**B. MAINTAIN COMMUNICATION AND COLLABORATION:**

1. Assist the student's team to develop and implement age-appropriate opportunities for social interactions.
2. Participate in program planning sessions and assess/evaluate student's needs and progress as requested.
3. Provide feedback and other pertinent information based on observations of students to the classroom teacher and other licensed professionals.
4. Refer all inquiries/concerns about the student(s) to the classroom teacher.
5. Provide coverage for other kindergarten instructional assistants and/or paraeducators.
6. Maintain home/school communication when requested.
7. Understand and carry out routine oral and written instructions.

C. PROVIDE A SAFE ENVIRONMENT, SUPERVISE STUDENTS, AND ACCOMMODATE STUDENTS' MEDICAL/PHYSICAL NEEDS:

1. Provide support to students in various community/school activities.
2. Participate in the supervision of students as assigned.
3. Enforce school/district policies and procedures.
4. Perform allowable medical procedures/services approved by the district with proper training and supervision by appropriate personnel.
5. Assist and/or seat student(s) on and off the bus.
6. Use universal precautions and be prepared to assist with emergency clean-up.
7. Assist students in general activities including arrival, snack, recess, dismissal, assemblies and field trips.

D. PERFORM CLERICAL DUTIES:

1. Assist in the development and utilization of instructional materials and space.
2. Assist in the management of classroom materials from storage area.
3. Assist with student paperwork and display of students' work.
4. Document/report student(s) data as requested.

E. MAINTAIN THE HIGHEST STANDARDS OF PROFESSIONALISM:

1. Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
2. Demonstrate responsible behavior regarding attendance and work schedule.
3. Perform in a professional manner when interacting with students, parents, faculty, administration, and co-workers.
4. Follow the guidelines of confidentiality as established by the school district.
5. Attend and participate in relevant training sessions, meetings, and professional growth activities as requested and/or required.
6. Perform other reasonable duties as requested by the supervisor.

PHYSICAL REQUIREMENTS (WILL VARY ACCORDING TO ASSIGNMENT):

Standing – Frequent  
Walking – Frequent  
Sitting – Occasional  
Driving – Occasional  
Lifting – Frequent  
Bending/stooping – Frequent

WORKING CONDITIONS:

Hazards: bodily fluids, communicable diseases, and others, depending on assignment.

TERMS OF EMPLOYMENT:

Per Merrimack Educational Support Staff Master Agreement

EVALUATION:

Performance of these responsibilities will be evaluated annually in accordance with the approved administrative procedure for staff evaluation.