

## **Instructional Technician**

### **Purpose Statement**

The job of Instructional Technician is done for the purpose/s of improving students success in the basic academics (e.g. reading, language and/or math); relieving teachers of clerical tasks; assisting students by modeling the necessary skills to perform assignments.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Building Principal

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### **Essential Functions**

- Administers tests (e.g. monitoring, correcting, etc.) for the purpose of assisting the teacher in evaluating students' progress.
- Administers students evaluation and progress assessments for the purpose of providing the information for teachers to determine the need for further individualized assessment and individualized instruction.
- Confers with teachers and other school personnel for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Implements instructional programs and lesson plans (e.g. reading, math, language, comprehension, writing, computer, etc.) for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Implements classroom materials under the direction of the teacher (e.g. reading, math, and language, early childhood learning aides, etc.) for the purpose of providing a method to support and/or reinforce classroom objectives.
- Monitors individual and/or groups of students in various situations for the purpose of providing a safe and positive learning environment.
- Participates in in-service workshops and training for the purpose of receiving and/or conveying information related to job functions.
- Provides direct instructional services to individuals and/or small groups of students under the supervision of the assigned classroom teacher (e.g. reading, math, self esteem, behavioral skills, early childhood activities, etc.) for the purpose of implementing goals for remediation of math, language, and reading deficits and ensuring student's success.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practiced; operating standard office equipment

including computers and pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; age appropriate activities; health and safety standards.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; maintaining confidentiality; working as part of a team; and working with frequent interruptions; Have the Ability for regular and reliable attendance.

**Responsibility**

Responsibilities include: working with immediate supervision; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

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