

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: **Classroom Assistant I (O75) - II (O76) - III (O78)** Job Family: 4  
 Department: District Schools Lane Placement: **1, 2, 3**  
 Supervisor's Title: Principal, Classroom Teacher Contract: Hourly  
 FLSA Classification: Non-exempt Hours per day: Part time  
 Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 ADA Review: Jenele Maston Date: 6-24-13  
 Human Resources Approval: Anthony Date: 6-13-13  
 Superintendent Approval: Johnson Date: 6-24-13  
 Original date: 07/83 Revised: 07/13 Revised: \_\_\_\_\_ Revised: \_\_\_\_\_

**GENERAL FUNCTION**

Under the supervision of the principal/ licensed teacher, the **Classroom Assistant** may assist teachers in a variety of capacities in the instruction of students (e.g. grading, copying, bulletin boards, reading programs, assembling art materials, overseeing classroom when teacher is called out, tutoring students in small groups or on an individual basis, assisting students with computer technology, assisting students in the media center, supervising students on the playground, etc.).

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Assist one or more classroom teachers by preparing materials/facilities for classroom instruction as directed (e.g. correct papers, make copies, decorate bulletin boards, assemble art materials and/or, assist the teacher with general clerical duties).
- Tutor students individually or in small groups under the direction of the teacher.
- Assist students needing supplemental help with various school subjects and programs.
- Supervise students to assist the classroom teacher (e.g. helping with a reading group, lunchroom or classroom when the teacher is called out for a brief period of time).
- May perform one or more of the following specific classroom duties as assigned (e.g. administer tests under the direction of the teacher, assist teacher in adapting lesson plans to meet the needs of individual students, work in a computer lab or other area helping students to learn computer operation and resulting software applications, supervise students on the playground, assist ESL students with learning English, assist in administering medications or other medical assistance to students after extensive training, facilitate Ed-net courses, ensure classroom electronic equipment is working properly, etc).
- Maintain effective and positive communication with teachers, students, patrons, volunteers and district employees.
- Maintain confidentiality of student or district information by following district policies regarding confidential information.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- A **Classroom Assistant I** requires six (6) months training in office skills or in a classroom environment.
- A **Classroom Assistant II** must be "Highly Qualified" which includes:
  - Complete a minimum of an associate's degree, or
  - Complete two years (48 semester hours) of accredited study, or
  - Meet a rigorous standard and demonstrate the knowledge of and the ability to assist in instructing reading, writing and mathematics through an assessment administered by the district. (Parapro Assessment)
- A **Classroom Assistant III** must be a current or former licensed Utah Teacher.
- Previous experience working with students in a classroom preferred.
- Requires strong computer technology skills, including Microsoft Office products.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires references demonstrating personal integrity and dependability.
- Must demonstrate competence in reading, writing and basic math.
- Requires attention to detail and accuracy of work.
- Requires excellent communication and interpersonal skills.
- Knowledge of basic First Aid is helpful. Requires ability and willingness to assist students with medical issues or procedures with appropriate training.
- Requires the ability to follow instructions of the classroom teacher or supervisor.
- Incumbent must maintain positive relations with students and staff in both structured and unstructured situations.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Standard office equipment, computers, standard machines used in teacher work room.

**Physical Requirements – Not limited to the following:**

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.