

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Home & Hospital Instructional Assist I (R62) - II (R61)** Job Family: 04
 Department: Curriculum/Home and Hospital Lane Placement **(R62 - 2)**
(R61 - 3)
 Supervisor's Title: Consultant Contract: 180 Days
 FLSA Classification: Non-Exempt Hours per Day: 8
 Department Approval: Laura Sullivan Date: 07/28/16
 ADA Review: Junele Masten Date: 12-5-16
 Human Resource Approval: Burt Berg Date: 7-28-16
 Superintendent Approval: [Signature] Date: 1/5/17
 Original date: 11/05 Revised: 07/16 Revised: _____ Revised: _____

GENERAL FUNCTION

Under general supervision of the consultant, the **Home & Hospital Instructional Assistant** will travel to various locations inside and outside the District to provide instruction to homebound students. Schedules weekly student visits and coordinates visits with parents/guardians. Tracks and reviews student homework, tests, and other assignments. Monitors student behavior and adjusts lesson plans to meet the individual needs of the student as determined by the performance and/or health issues presented.

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

ESSENTIAL FUNCTIONS

- Travel to various locations inside and outside the District to provide instruction to homebound students. Will use personal vehicle to travel to locations.
- Work extensively with students in secondary grades (7-12). May work with elementary students (K-6).
- Schedule weekly student visits and coordinate visits with parents/guardians.
- Track and review student homework, tests, and other assignments.
- Monitor student behavior and adjust lesson plans to meet the individual needs of the student as determined by the performance and/or health issues presented.
- Modify student schedules as needed.
- Maintain student files and organize curriculum as needed.
- Complete and submit paperwork as required.
- Review math curriculum and develop comprehensive instructional support material to assist with teacher instruction.
- Perform general office duties.
- Answer questions regarding the home and hospital program.
- 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.
- Previous experience tutoring ill or homebound students of middle and high school age preferred
- An **H & H Instructional 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)
- Must demonstrate competence in reading, writing, math and oral communications.
- Requires excellent organizational skills.
- Requires good computer skills (e.g. word processing, spreadsheets, and database).
- Requires general knowledge of course requirements for students in all grades.
- Requires ability to work in stressful environment and must be flexible and patient.
- Requires ability to relate well with students, parents, and interact with co-workers in both structured and unstructured situations.
- Requires a valid driver's license to legally operate a motor vehicle in Utah.
- Must be self-motivated and proactive in completing tasks with minimal direction.

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. Personal vehicle to drive to various locations.

Physical Requirements – Not limited to the following:

- Frequent driving in a personal vehicle. Frequent climbing stairs, balancing and using a keyboard/mouse.
- Occasional lifting from floor to waist up to 43 pounds, carrying up to 30 pounds and walking (up to 2 hours).

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- 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.