

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Instructional Support Services Assistant (097)</b>	Job Family: 10
Department: District Departments	Lane Placement: 2
Supervisor's Title: Coordinator, Instructional Support Services	Contract: Noncontract
FLSA Classification: <u>Non-exempt</u>	Hours per day: Under 19 hours/week
Department Approval: <u>Shelley Nordick</u>	Date: <u>6-6-13</u>
ADA Review: <u>Janele Masten</u>	Date: <u>6-24-13</u>
Human Resources Approval: <u>Burt Gray</u>	Date: <u>6-12-13</u>
Superintendent Approval: <u>John</u>	Date: <u>6/24/13</u>
Original date: <u>08/98</u>	Revised: <u>07/13</u> Revised: _____ Revised: _____

**GENERAL FUNCTION**

Under the supervision of the Instructional Support Services Consultant, the **Instructional Support Services Assistant** will instruct and assist teachers, parents, volunteers, and instructional assistants in identifying and/or creating educational materials and resources for classroom or instructional use.

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

**ESSENTIAL FUNCTIONS**

- Locate quality educational materials/resources for instructional use.
- Prepare educational materials to distribute to schools.
- Instruct and assist teachers, parents, volunteers, and instructional assistants in the use of available technology.
- May suggest educational materials/resources for purchase.
- Assist in the development and maintenance of files for resources and instructional ideas.
- Perform basic upkeep on equipment.
- May maintain computer inventory of materials for checkout or may operate cash register.
- Work closely with staff development to assist teachers in completing assignments that require educational materials/resources.
- Perform basic clerical functions (e.g. typing, computer data entry, record keeping, reports, forms, proofreading or packaging).
- Maintain effective and positive communication with students, patrons, volunteers, vendors, visitors and district employees.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.
- May assist ISS Department in a substitute capacity.

- 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.
- Requires one year of experience in an office setting or training that includes typing, word processing, computer input and retrieval, etc.
- 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.

**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, die cutters, laminators, electric paper cutters, hole punch, etc.

### **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, peripheral 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.