

Job Description

Job Title: Student Support Assistant II – Cortez Lab

Position Code: 3N09 / CN09

Job Classification: Non-Exempt

Supervisor: Principal

Pay Grade: 16

Contract Length: 192 Days

Job Summary

Position is responsible for providing mathematics support for middle or high school students in a computer lab setting; position supports teacher's instructional techniques to enable students to develop the appropriate mathematical skills for mastering SOL concepts; supervises students independent of the teacher of record; assists teacher in evaluation of student progress and recommends intervention strategies; troubleshoots mathematics problem solving procedures; collaborates with mathematics teachers, site TSS and TCIS and administrators; produces and maintains class records; and utilizes computerized instructional software packages.

Essential Duties

1. Assists teacher in preparation of instructional materials to be used as teaching aids and helps maintain manipulatives.
2. Conducts learning exercises with small groups of students, demonstrates and explains lessons/practice exercises, and prompts students for answers to reinforce SOL skills.
3. Assists students requiring individual or close attention.
4. Utilizes and operates computerized instructional software packages, worksheets, and other teaching aids/equipment as planned by the teacher; and informs the building Technology Curriculum Integration Specialist/Technology Support Specialist of any computer software or equipment problems.
5. Assists the teacher with checking and correcting student work and assignments.
6. Monitors the progress of students and makes recommendations to teachers relative to intervention strategies.
7. Encourages students to develop appropriate work and study habits.
8. Maintains an effective learning climate by enforcing discipline.
9. Sets up and maintains bulletin boards and other learning displays.
10. Monitors students taking examinations and achievement/diagnostic tests.
11. Operates office equipment and performs routine clerical duties in support of classroom activities (making copies, typing, filing, and distributing/inventorying instructional materials).
12. Supervises students during movement between classrooms, emergency drills, and assemblies.
13. Checks student attendance and maintains appropriate class records.
14. Assists the teacher with maintaining a neat and organized work area.
15. Participates in required in-service training programs.
16. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Principal or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must have two years of college or an Associate’s Degree; transcript must reflect successful completion of Algebra and/or other post high school math courses; possess the ability to establish and maintain an effective safe and orderly learning environment; must possess the ability to establish and maintain effective working relations with students and the instructional staff; must demonstrate competency on a mathematics proficiency test; must possess a basic understanding of and ability to operate computer hardware and software (i.e.: disk formatting; saving and editing; printing documents).

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The instructional assistant will be required to follow any other instructions and to perform any other related duties as assigned by Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date