



Substitute Instructional Assistant Job Description

An ESS substitute instructional assistants supports the classroom teacher with extra help to reinforce the day's lessons, provide more personal instruction to students, and help maintain behavioral standards and order. This position may give more attention to special education students both inside and outside the classroom, and in special classes. The substitute instructional assistant's job responsibilities range from supplementing regular classroom curriculum to helping individual students.

Substitute instructional assistants are also known as instructional aides, teacher's assistants, school aides, and paraprofessionals.

Key Responsibilities

- Assist the teacher with classroom instructional tasks as assigned, including reading and listening to students, and reviewing their work
- Work with students individually and in small groups to assist with the learning of content and skills introduced by the teacher
- Observe student behavior and learning, communicating observations regularly with the teacher
- Aid students with the use of specialized equipment
- Support the teacher with clerical work, record keeping, and preparation of instructional materials, preparation of displays and bulletin boards, and other non-instructional tasks as assigned
- Maintain the orderly arrangement of materials and equipment within the classroom
- Assist the teacher and students with cleanup from activities
- Accompany and assist the teacher in supervision on approved instructional field trips
- Assist students with preparing for and moving to other classrooms, school activities, outside activities and arrival and departure from school
- Support students with special needs by following provisions specified in their IEPs/504 Plans
- Aid the teacher in handling interruptions and emergencies
- Communicate to the teacher any unusual situations or needs of students
- Maintain a safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines
- Perform any duties and responsibilities that are within the scope of employment, as assigned by the teacher or Principal, in accordance with school/state policies and practices

Knowledge & Skills

- Follow oral and written directions
- Establish effective working relationships with staff and students
- Maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information

Special Requirements

- Candidate must attend an orientation/training session and complete required district and state credentialing requirements (Background check, Fingerprinting)
- Regular instruction to special needs children may be necessary

Physical Requirements

- Perform duties typically in school settings, to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas
- Frequent walking, standing, stooping, lifting, up to approximately 30 pounds and occasional lifting of equipment may be required; other physical activities may be required
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Subject to inside and outside environmental conditions, noise and hazards
- Occasional movement of students by wheelchairs and other mechanical devices may be required
- Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days

Advantages of Being an ESS Substitute Instructional Assistant

- Flexible Hours - Choose the days and locations where you want to substitute; work up to 5 days per week
- Health Benefits - Receive a variety of insurance options including medical, dental, vision, life, disability, critical illness, and accident
- Weekly Pay & 401(k) - Gain fast access to your hard-earned wages and take advantage of the retirement through our tax-advantaged 401(k) plan
- Training - Participate in our interactive training course and accessible online modules ensure you are well-prepared
- Employee Programs - Enjoy our monthly raffles, Employee of the Month program, referral program, and employee discount program

ESS is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.