



**OUR MISSION:** Our mission is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

**OUR VISION:** Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

### **JOB TITLE: INSTRUCTIONAL ASSISTANT (IA)**

**REPORTS TO: Classroom Teacher/Assistant Principal**

### **POSITION SUMMARY**

Part Time, Monday – Friday, 11am – 4pm. Responsible for providing assistance to teachers in working with students, clerical tasks and other functions. Develop and promote good community relations among various community and school clientele.

### **TYPICAL RESPONSIBILITIES**

- Collaborate with teachers to provide assistance in large and small group instructional support.
- Supervise students in various school settings and situations, including lunchrooms, playgrounds, carpool, etc.
- Perform clerical duties, such as correspondence and document production.
- May assist by grading student papers and other work for teachers.
- Mediate student conflicts.
- May design suitable materials for bulletin boards and educational displays.
- May administer minor first aid.
- Assist in coordinating and scheduling various school activities.
- Maintain workroom equipment.
- May serve on school related committees.
- Perform other related duties as assigned or requested.

### **SKILL REQUIREMENTS**

- Verbal and written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions
- Basic computer skills
- General office equipment
- Knowledge of child development

### **GENERAL EXPECTATIONS**

- Flexible
- Work effectively with supervisors and co-workers
- Perform responsibilities without close supervision

- Effectively communicate with the Ben Franklin Academy staff, school community and the public at large
- Meet attendance standards and work the hours necessary to perform the essential functions of the job
- Maintain a generally positive attitude
- Observe all Ben Franklin Academy policies and procedures

### **ESSENTIAL ENVIRONMENTAL & PHYSICAL DEMANDS**

Mostly clean and comfortable

Occasional lifting five (5) to fifty (50) pounds

Frequent bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting

### **MINIMUM EDUCATION**

High school graduate or equivalent

### **LICENSES OR CERTIFICATION**

First Aid/CPR Preferred

### **SUPERVISORY DUTIES**

None

### **WAGE SCHEDULE**

Dependent of Experience