

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
INSTRUCTIONAL ASSISTANT – TEACHER**

**QUALIFICATIONS**

1. AA degree or 60 credits highly desirable.
2. Prior successful experience in area desirable.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. Criminal History Background Check Required.

**PRIMARY FUNCTION**

To assist the teacher to achieve teaching objectives by working with individual students or small groups to help achieve the skill levels of the class as a whole.

**REPORTS TO**

Building Principal and/or designee.

**TERMS OF EMPLOYMENT**

Ten month school year. In accordance with the terms of the Collective Bargaining Agreement between the Board of Education and UNITE.

**EVALUATION**

In accordance with Board policy and/or procedure on evaluation of secretarial/clerical Personnel.

**PERFORMANCE RESPONSIBILITIES**

1. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assists the teacher in devising special strategies for reinforcing material or skills based on needs, interests, and abilities.
4. Checks notebooks, corrects papers, and supervises testing and make up work as assigned by the teacher.
5. Assists with large group activities such as drill work, reading aloud, and story telling.
6. Assists the teacher with clerical responsibilities (i.e., copying, filing, computerized record keeping as applicable, purchase orders, etc.)
7. Maintains student resource center, where applicable, using various print, video and computer media.
8. Maintains and improves professional competence via workshops, seminars, publications, etc.
9. Carries out such other duties as may be assigned by the principal and/or designee.

**DATE ADOPTED BY THE BOARD:** \_\_\_\_\_ November 20, 2006 \_\_\_\_\_

**AGREED TO BY INCUMBENT:** \_\_\_\_\_ DATE \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)