



New Mexico's Public High School for the Arts

## INSTRUCTIONAL ASSISTANT JOB DESCRIPTION

Exemption Status: Non-exempt

10 Month Position

Hours: 8:00 a.m.-3:30 p.m.

Immediate Supervisor: Principal

### SUMMARY:

The instructional assistant's job is to assist in teaching a diverse population of students in an atmosphere of kindness that encourages active inquiry, fosters individual growth and promotes respect for self, others and the world in which they live. In that all students learn the basic and essential skills at each grade level.

*Instructional Assistants at New Mexico School for the Arts are expected to: operate within and instill in students the growth mindset; provide far-reaching advocacy for students; participate in supporting data-driven instructional practices, including interim assessments; and collaborate with faculty, administration, and staff to support a path to success for all students, regardless of educational level or background.*

Responsibilities include:

### Instructional Process

- Works with the teacher in planning and implementing a program of instruction that adheres to the school's philosophy, goals and objectives as outlined in the adopted charter.
- Works with the teacher in making purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task.
- Works with the teacher in planning and implementing a program of study designed to meet individual needs of students.
- Works with the teacher in creating a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Works with the teacher in encouraging student enthusiasm for the learning process and the development of good study habits.
- Works with the teacher in providing progress through authentic observations.
- Uses effective oral and written expression

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- Works with the teacher in recognizing learning problems and makes referrals as appropriate alongside the teacher.

### Curriculum Development

- Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum.
- Assists on the ongoing curriculum revision process, including inquiry based multi age education.

### Classroom Management

- Works with the teacher in developing, in accordance with school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied.
- Works with the teacher in taking necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Shares responsibility during the school day for the supervision of students in all areas of the school.
- Works with the teacher in providing for the supervision of assigned students when circumstances require a brief absence from the assignment.

### Public Relations

- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of them to the public.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Works cooperatively with parents to strengthen the educational program for their children.
- Establishes and maintains cooperative relationships with other staff members.

### Professional Growth

- Continues professional growth through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Cooperates with the administration in planning appropriate in-service training programs at the school.
- Attends staff and committee meetings as required.

### Student Evaluation

- Works with the teacher in evaluating accomplishments of students on a regular basis using multiple assessment methods such kid-watching notes, as teacher and

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student made rubrics, samples of students' work, mastery skills checklists, criterion-referenced tests and norm-referenced tests.

- Works with the teacher in making appropriate adjustments in the instructional program and as required.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

Other Essential Functions including but not limited to:

- Tutor individual students or groups in correctly understanding, reading and writing math problems and math vocabulary to improve mathematical abilities.
- Monitor of study halls;
- Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance.
- Monitor and provide assistance to students utilizing self-paced and automated instructional software programs in a computer lab;
- Assists with all safety school drills.

### EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

- Effective communication skills, both verbal and written.
- Flexibility, organization, decision making and problem solving skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Knowledge of computer systems.
- Knowledge of all laws, regulations and guidelines affecting the school.
- Ability to maintain positive relationships with students, parents, community members and staff.
- Minimum Degree: High School Diploma
- Must be 21 years of age or older

### WORKING ENVIRONMENT

- The employee works with various staff members in a team environment including the administrative staff, parents, students, advocates and others outside the school.
- Frequent interactions with people in-person and on the phone will be necessary.
- Duties are performed indoors and outside in a normal school environment.
- The noise level in the work environment is usually moderate.

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### PHYSICAL DEMANDS

- The employee must occasionally lift and move up to 25 pounds in supplies, which requires bending, stooping and lifting.
- The employee must have the ability to adjust focus on a computer monitor in order to get information from a variety of information systems.
- The employee must use hands and arms to manipulate objects.
- The employee must use keyboards, tools and other controls.
- The employee must sit and stand for long periods of time.
- The employee must occasionally work outside.
- The employee must be able to see and hear on a continuous basis as well as speak frequently.
- When dealing with students may entail kneeling, squatting, stooping and bending on an occasional to frequent basis on a given day.

### EMOTIONAL DEMANDS

- Maintain high emotional energy and display enthusiasm for the mission of the school and positive Front Office climate.
- Develop effective coping strategies for dealing with the fatigue and stress of ongoing involvement in a high school.
- Address stressful events created by hostile, confrontational staff, students, families and visitors by remaining calm and listening non-critically, reasoning objectively, and remaining consistent in judgments.
- Ensure that out-of-classroom pressures (personal, home, business) do not interfere with overall effective performance.
- Realize the need to seek timely professional assistance as necessary to maintain emotional stability and professional standards of conduct.
- Possess emotional openness to constructive feedback from peers and administrators regarding compliance with professional standards.
- Analyze and remedy emotional needs or unresolved conflicts which interfere or preclude adhering to policy, administrative direction or professional standards.

### EDUCATION - QUALIFICATIONS

The equivalent of graduation from high school and one of the following:

- Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
- Attainment of an Associate of Arts degree or higher degree
- Working knowledge of advanced mathematical concepts such as algebra, geometry, trigonometry and statistics.
- Completion of any college-level coursework in mathematics highly desirable.

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This position description indicates the general nature and level of work expected of an incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of the incumbent. This position description is designed to illustrate the minimum requirements of the job. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job. Finalized and approved job descriptions for all positions in the New Mexico School for the Arts will be housed in the Business Office and are updated periodically. Copies are available on request.

REVIEWED:

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Employee Signature	Date
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Principal Signature	Date
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Revised August 2020