

MILITARY INSTRUCTIONAL ASSISTANT**DEFINITION**

Under supervision of the Military Instructional Coordinator, the military instructional assistant carries out the directives of the coordinator to assist the teacher in ways useful to improving the quality of educational opportunities, including but not limited to clerical duties, supervision of cadets, and instructional tasks which, in the judgment of the teacher may be performed by a non-credentialed employee. The work need not be performed in the presence of the teacher or coordinator, however the teacher and coordinator retain responsibility for the instruction and supervision. The assistant shall not assign grades to pupils or give out any personal information concerning any pupil to any person other than specified teachers, administrators, or staff members of the school. The assistant also assists the coordinator with cadet training activities.

DISTINGUISHING CHARACTERISTICS

These positions are authorized only in connection with established Academy classes where students may have behavioral, attendance and other discipline issues. Positions in this class must deal with a student population ranging from 12 to 18 years of age and with a wide range of academic ability.

ESSENTIAL FUNCTIONS

Assist individuals or small groups of cadets with assignments under the supervision of the teacher and coordinator.

Prepare special teaching demonstrations using a variety of aides and techniques to reinforce academic performance.

Participate in classroom discipline or behavior management programs as designated by the coordinator with appropriate reinforcement techniques.

Assist with a variety of record keeping activities such as attendance, lunch count and daily charts of student progress.

Assist in monitoring student achievement.

Organize work areas and assemble learning materials, study aids, or assignment folders; assist in keeping study areas orderly; may request supplies or audio visual materials; inventories classroom supplies, books or equipment.

May assist students in working with computers.

Perform other duties as assigned.

QUALIFICATIONS

Successful completion of the District Instructional Assistant Proficiency Test.

Knowledge of:

Correct English usage, spelling, grammar, and punctuation; the social and educational needs of students with behavioral issues; basic math operations; first aid practices.

Ability to:

Work effectively with a wide variety of personalities and situations requiring tact, judgment, stability, and poise; relate effectively with physically and mentally challenged students; organize and supervise students in group activities; understand and follow oral and written instructions; keep records and write reports; correctly demonstrate sufficient strength, mobility and range of motion to arm lift 50 pounds and floor lift 50 pounds in an employee entrance evaluation.

Experience:

Preference will be given to members or former members of the military or law enforcement (active/reserve/retired); experience in supervising/organizing activities; experience with students in school settings are desirable but not required; experience in a classroom designed for students with behavior management issues is highly desirable but not required.

Education

Equivalent to the completion of the 12th grade. Courses and/or inservice in psychology, behavior modification, recreation, or related fields are highly desirable.

Board approved: