

Arlington School District No. 16
Job Description

JOB TITLE: Non-Certificated Instructor

CLASSIFICATION:	Classified
LOCATION:	
REPORTS TO:	Building Principal
HOURS:	Hours vary
SALARY:	Per PSE Schedule A

SUMMARY: The Non-Certificated Instructor is a para-educator that will plan and facilitate lessons for students in a separate setting from the classroom teacher or support personnel, without the direct supervision of a certificated staff member. These lessons will be a separate curriculum from the usual curriculum.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Develop a class curriculum for the specific area of expertise
- Use skills and insights to assist students
- Monitor student behavior and maintain an orderly classroom atmosphere for the purpose of providing an optimum learning environment
- Communicate enthusiasm for learning
- Relate to all students and staff in a positive manner
- Proactively act as a team member, and demonstrate flexibility and creativity
- Perform positive behavior supports and management
- Work with students individually and/or in small groups on specific learning tasks and objectives
- Adapt to a variety of working situations and learn new skills
- Know and follow health, safety and emergency procedures of the district
- Communicate successfully with staff, students, and parents
- Demonstrate professionalism through conduct, punctuality and minimal absences
- Maintain professional standards in confidentiality and use of student information
- Promote and practice professional growth and development
- Other duties may be assigned

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

Minimum requirement is high school diploma, some college preferred. Experience and skill in the subject to be facilitated is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State driver's license

LANGUAGE SKILLS:

Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions from groups of parents, staff, and students.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical or complex problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to convey instructions
- Ability to guide and promote growth of others
- Ability to effectively communicate with students, parents, and staff
- Genuine interest in working with children
- Skill in general office and computer applications
- Ability to multitask while maintaining patience
- Ability to be flexible and creative
- Proven classroom management skills

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk and talk or hear, and occasionally required to sit. The employee may occasionally push or lift up to 30 pounds, such as boxes of books. The employee is directly responsible for the safety, well-being or work output of other people. Specific vision abilities include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the parents and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Typically, the noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.