

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: LEARNING ASSISTANT **File 303**

Reports to: Principal

Job Objectives: Provides individual and/or small group instruction for assigned at-risk students. Helps students manage behavior, identify goals, and make appropriate choices. Encourages parental involvement.

Note: Duties require traveling to various buildings throughout the district as scheduled. Learning assistants may be required to perform substitute duties during emergency situations.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Training in behavioral management techniques.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Consults with the classroom teacher to plan student learning activities that enhance and/or reinforce instructional objectives.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs and services.
- Prepares the assigned instructional area. Collects, organizes, and prepares teaching materials. Promotes the proper use and care of school property.
- Teaches assigned students. Provides interventions and learning experiences consistent with students' IEPs. Modifies curriculum as directed by the teacher.
- Complies with state model policies and procedures for the education of students identified as having a disability. Works with staff to ensure that services are provided in the least restrictive educational environment.
- Prepares learning materials and maintains progress records for assigned students.
- Suggests remedial and/or follow-up lessons based on individual student needs.
- Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.
- Collaborates with staff to implement behavior improvement plans. Counsels students to acknowledge and manage responsible personal conduct. Charts behavior as required.
- Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.
- Evaluates the needs of students based on all available information. Plans student interventions. Varies instructional techniques to address individual learning styles.
- Provides guidance, communicates high expectations, and shows an active

interest in student progress. Facilitates critical-thinking, problem-solving, and creativity skills.

- Collaborates with the classroom teacher. Shares knowledge and resources that enhance the educational process.
- Incorporates the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Prepares periodic student progress reports for classroom teachers. Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).
- Uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in intervention assistance team (IAT) and Alternative Learning center (ALC) entrance meetings. Works with team members to reach a consensus on a plan for students requiring assistance.
- Supports a full range of educational options. Helps staff resolve problems related to the participation of students with disabilities in appropriate peer group activities.
- Modifies test protocols as needed (e.g., prepares study guides, reads test questions, transcribes student responses, provides additional time, etc.).
- Participates in parent conferences, open houses, and other required school events.
- Supports parent organizations and encourages student activities as time permits.
- Participates in staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education and the Master Agreement.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the Amherst Teachers Association and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.