



Mississippi Schools for the Deaf and the Blind

State Superintendent of Education • Carey M. Wright, Ed. D.
Office of Chief Academic Officer • Nathan Oakley, Ph.D.
Superintendent • Jeremy Stinson, Ph.D.

**Position Type:**

Instructional Assistant

Date Posted:

01/11/2024

Location:

Mississippi School for The Deaf

Date Available:

01/11/2024

Closing Date:

Until Filled

Job Title: Instructional Assistant

Reports To: Lead Teacher and Building Principal

POSITION PURPOSE

Instructional Assistants assist Lead Teachers in planning and implementing learning experiences that advance the intellectual, emotional, social and physical development of children within a safe, healthy learning environment. They encourage the involvement of the families of the children of the program and support the development of relationships between children and their families.

QUALIFICATIONS:

High school education or equivalent; at least a minimum score on the required State test for Instructional Assistants, competence in assigned duties: Such other qualifications as may be set by the administration.

Criminal Justice Fingerprint/Background Clearance.

PREFERRED QUALIFICATIONS:

Fluency in American Sign Language (ASL)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the classroom teacher in guiding students through positive and rewarding learning experiences and instruct students for the purpose of improving their success in academics through a defined course of study.

Discuss literature with students, allow students to retell a story, talk about most exciting parts, write different endings to story, complete comprehension activities.



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Operate within district policies and procedures; adhere to policies and procedures established by district; report incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies to lead teacher or administration.

Cooperate with other staff and classroom groups to maintain the smooth functioning of the building, which at times may require changes to meet the needs of the children.

Review students in skills covered during student absence.

Respond to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Collaborate with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.

Manage student behavior for the purpose of providing a safe and optimal learning environment.

Monitor students in a variety of educational environments (e.g. classroom, cafeteria, playground, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.

Participate in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions and to improve student achievement.

Assist, as requested, in transition activities;

Complete timely and accurate time sheets

Other responsibilities assigned by administration