

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Elementary Summer School Instructional Assistant- Building
Elementary Summer School Instructional Assistant- SPED
Elementary Summer School Instructional Assistant- Jumpstart

Reports To: Summer School Administrator

QUALIFICATIONS/REQUIREMENTS

- Must have valid MO DESE Substitute Certificate
- Must be available to work all 16 days of the summer school program as well as attend the staff work day on the Monday prior to the start of summer school for a total of 17 staff work days.

ESSENTIAL JOB DUTIES

- Provides direct support to a classroom/SPED teacher during summer school sessions, primarily by assisting with individual or small group instruction.
- Assists in student supervision throughout the day.
- Provides emotional support and encouragement to students.
- Monitor student progress and provide feedback to the teacher.
- Helps maintain a positive and focused classroom environment by redirecting student behavior and addressing minor disruptions.
- Assist with classroom organization, including distributing materials, collecting assignments, and setting up learning centers consistent with the summer school program.
- Regularly communicate with the teacher regarding student progress, concerns, and any necessary adjustments to support plans.
- Perform duties (e.g. early drop-off, breakfast or lunch duty, recess) based on summer school staff schedule.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other job-related functions as may be assigned by the summer school administrator.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work calendar to be in accordance with current pay plan and District Policy.

Revised 01/21/2025