

# **Delaware Valley School District**



## **Instructional Assistants/Licensed Health Room Nurse/Lifeguards**

### **Job Descriptions**

POSITION: **INSTRUCTIONAL ASSISTANT**

REPORTS TO: Building Principal and/or Assistant Principal

**Qualifications:**

1. Be a high school graduate or have a GED diploma, and meet the requirements established in state or federal regulations.
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities and within the community as appropriate
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

**Essential Functions:**

The instructional assistant shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material on a high school level.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
8. Lift materials up to 40 pounds.
9. Be able to lift a student.
10. Have vision and hearing at a level to supervise students and communicate.
11. Be able to work independently, without supervision, in the school community.
12. Possess good decision-making skills in pressure situations.

**Duties:**

The instructional assistant shall:

1. Be responsible for the reinforcement of the teacher's instruction by working with small groups of students or individual students as assigned by the classroom teacher.
2. Assist in the maintaining of record keeping systems as assigned by the classroom teacher.
3. Communicate daily with the classroom teacher in order to keep him/her informed of the students' progress.
4. Prepare materials for learning centers and bulletin boards as assigned by the classroom teacher.
5. Assist the classroom teacher with the correction of papers and competency tests and duplication of materials (must be kept to a minimum).
6. Lift, move, and otherwise assist students.
7. Complete any other assignment made by the classroom teacher related to the functioning of the classroom.
8. Supervise students in the cafeteria, on the playground, at bus arrival and dismissal, assemblies, in the community, and other times as assigned.
9. Be responsible for clerical tasks as assigned by the principal.
10. Complete any other tasks as assigned by the building principal or assistant principal related to the function of the school.

**Evaluation:**

Performance of the position of instructional assistant will be evaluated by the building principal and/or assistant principal.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.*

**POSITION: LIBRARY INSTRUCTIONAL ASSISTANT**

**REPORTS TO:** Building Principal and/or Assistant Principal  
During the time the Library Instructional Assistant is assigned to a library, he/she will be responsible to the librarian of that library.

**Qualifications:**

1. Be a high school graduate or have a GED diploma, and meet the highly qualified requirements of NCLB (Associates degree, 60 credits, or pass assessment).
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
4. Meet all state and federal qualifications.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

**Essential Functions:**

The Library Instructional Assistant shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material on a high school level.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
8. Lift materials up to 40 pounds.
9. Be able to lift a child (elementary).
10. Have vision and hearing at a level to supervise students and communicate.
11. Be able to work independently, without supervision.
12. Possess good decision-making skills in pressure situations.

**Duties:**

The Library Instructional Assistant shall:

1. Process books as directed by the librarian.
2. Assist the librarian in the preparation of book orders.
3. Assist in maintaining the inventory of library books and audio-visual materials.
4. Assist in checking all library book shipments for shortages, back orders, and cancellations.
5. Assist the librarian with bookkeeping.
6. Assist the librarian in processing a purchase order for payment upon complete receipt of an order.
7. Assist the students in the use of the library and in book and audio-visual selection.
8. Be responsible for the library in the absence of the librarian.
9. Complete any other task assigned by the librarian.
10. Be responsible for cafeteria, playground, bus dismissal, and other student supervisory assignments.
11. Complete clerical tasks as assigned by the principal.
12. Complete any other tasks assigned by the principal and/or assistant principal.

**Evaluation:**

Performance of the position of Library Instructional Assistant will be evaluated by the building Principal and/or Assistant Principal.

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POSITION: **FOOD SERVICE INSTRUCTIONAL ASSISTANT**

REPORTS TO: Building Principal and/or Assistant Principal

**Qualifications:**

1. Be a high school graduate or have a GED Diploma, and meet the requirements established in state or federal regulations.
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

**Essential Functions**

The Food Service Instructional Assistant shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material on a high school level.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
8. Lift materials up to forty pounds.
9. Have vision and hearing at a level to supervise students and communicate.
10. Be able to work independently, without supervision.
11. Possess good decision-making skills in pressure situations.

**Duties:**

The Food Service Instructional Assistant shall:

1. Be responsible for the reinforcement of the teacher's instruction by working with small groups of students or individual students as assigned by the classroom teacher.

2. Assist in maintaining record keeping systems as assigned by the classroom teacher.
3. Communicate daily with the classroom teacher in order to keep him/her informed of the student's progress.
4. Prepare materials for learning centers and bulletin boards as assigned by the teacher.
5. Assist the teacher with the correction of papers and competency tests and duplication of materials (must be kept to a minimum).
6. Complete any other assignment made by the teacher related to the functioning of the classroom.
7. Be responsible for cafeteria, school grounds, bus dismissal, and other student supervisory assignments.
8. Be responsible for clerical tasks as assigned by the principal.
9. Complete any other tasks as assigned by the building principal or assistant principal related to the function of the school.
10. Be directly responsible to the school principal and/or assistant principal.
11. Be responsible to the food service teacher during the time the Instructional Assistant is assigned to that teacher.
12. Be responsible for supervising and controlling the operation of the cash register in the Warrior Café during the business hours.
13. Be responsible for the preparation of daily cash receipts for the Warrior Café.

**Evaluation:**

Performance of the position of Food Service Instructional Assistant will be evaluated by the building Principal and/or Assistant Principal.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.*

POSITION: **LICENSED HEALTH ROOM NURSE**

REPORTS TO: Director of Mental Health and Student Support Services

**Qualifications:**

1. Have the ability to perform essential functions.
2. Be an American citizen or qualified alien.
3. All clearances and trainings will be in accordance with state regulations.
4. Provide evidence of current certification in Pennsylvania as a L.P.N. or R.N.
5. Provide evidence of current certification in C.P.R. and AED training and the successful completion of an Epinephrine Training Course developed by the Department of Health.
6. Meet all state and federal qualifications.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

**Essential Functions:**

The licensed health room nurse shall:

1. Communicate effectively in English both orally and in writing.
2. Set an example of a stable emotional climate for parents, staff, and students.
3. Dress appropriately.
4. Demonstrate appropriate language usage.
5. Demonstrate an ability to cooperate toward district goals.
6. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
7. Lift materials up to 40 pounds.
8. Have vision and hearing at a level to supervise students and communicate.
9. Be able to work independently, without supervision.
10. Possess good decision-making skills in pressure situations.
11. Have clerical ability including computer skills.

**Duties:**

The licensed health room nurse shall:

1. Assist with the maintenance of school health records of students at the direction of the certified school nurse.



2. Maintain an inventory of health room supplies and report needs to the nurse.
3. Attend meetings of orientation and in-service as scheduled by administrators.
4. Assist school nurse in examinations by physicians.
5. Provide first aid assistance to the sick and/or injured in accordance with district procedure as outlined in the Health Procedure Manual. Notify the school nurse and/or building principal of serious illness or injury.
6. Contact parents regarding pupil illness and/or injury following procedures outlined in the Health Procedure Manual.
7. Supervise sick and/or injured children until parents arrive to take students home.
8. Perform clerical duties associated with medical room activities as directed.
9. Meet with school nurse periodically or as needed.
10. Assist school nurse with mandated screenings, following training in screening policies and procedures by the certified school nurse.
11. Remaining alert to potential child abuse; evaluating and reporting if indicted, report to certified school nurse and principal.
12. Perform any other duties and responsibilities as requested.

**Evaluation:**

Performance of the position of licensed health room nurse will be evaluated by the Director of Mental Health and Student Support Services.

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POSITION:           **HEAD LIFEGUARD/POOL INSTRUCTIONAL ASSISTANT**

REPORTS TO:       Athletic Director

**Qualifications:**

1. American Red Cross Advanced Lifesaving Certification
2. Demonstrate water skills which reflect the American Red Cross Guidelines for Lifeguards
3. Be a high school graduate or have a GED diploma.
4. Possess an understanding of pool maintenance operations.
5. Have the ability to perform essential functions.
6. Be an American citizen or qualified alien.
6. All clearances and trainings will be in accordance with state regulations.
7. Meet all state and federal qualifications.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

**Essential Functions:**

The head lifeguard/pool instructional assistant shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material on a high school level.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
8. Lift materials up to 40 pounds.
9. Have vision and hearing at a level to supervise students and communicate.
10. Be able to work independently, without supervision.
11. Possess good decision-making skills in pressure situations.

**Duties:**

The head lifeguard/pool instructional assistant shall:

1. Prevent accidents both in the water and on the immediate deck.
2. Rescue and provide emergency care for accident victims.
3. Report all injuries to the Pool Supervisor.
4. Supervise all lifeguards.
5. Enforce the swimming pool rules of the Delaware Valley School District.
6. Perform the tasks necessary to ensure the safety of those utilizing the pool, both in the pool and in the related pool areas.
7. Assist the Pool Supervisor in the maintenance and operation of the swimming pool.
8. Assist with the instructional program during the school day as needed.

**Evaluation:**

Performance of the position of head lifeguard/pool instructional assistant will be evaluated by the Athletic Director.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.*

POSITION:           **LIFEGUARD**

REPORTS TO:       Athletic Director

**Qualifications:**

1. American Red Cross Advanced Lifesaving Certification
2. Demonstrate water skills which reflect the American Red Cross Guidelines for Lifeguards
3. Possess an understanding of pool maintenance operations.
4. Have the ability to perform essential functions.
5. Be an American citizen or qualified alien.
6. All clearances and trainings will be in accordance with state regulations.
7. Meet all state and federal qualifications.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

**Essential Functions:**

The lifeguard shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material on a high school level.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
8. Lift materials up to 40 pounds.
9. Have vision and hearing at a level to supervise students and communicate.
10. Be able to work independently, without supervision.
11. Possess good decision-making skills in pressure situations.

**Duties:**

The lifeguard shall:

1. Oversee safety in the water and on the pool deck.
2. Rescue and provide emergency care for accident victims.
3. Report all injuries to the Pool Supervisor.
4. Enforce the swimming pool rules of the Delaware Valley School District.
5. Perform the tasks necessary to ensure the safety of those utilizing the pool, both in the pool and in the related pool areas.
6. Assist the Pool Supervisor in the maintenance and operation of the swimming pool.

**Evaluation:**

Performance of the position of lifeguard will be evaluated by the Athletic Director.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.*