

Job Description

Job Title: Instructional Assistant IV
(Environmental Lab Assistant)

Position Code: 3N12, TN12, CN12, LN12

Job Classification: Non-Exempt

Supervisor: Principal

Pay Grade: 18

Contract Length: 192 Days

Job Summary

Position is responsible for performing a variety of tasks within an elementary environmental science magnet school. Position develops and conducts laboratory activities/experiments, works directly with students, and assists teachers with implementing instructional lessons. Position attends to animals (such as rabbits, gerbils, birds, guinea pigs, etc.) and performs tasks such as feeding, watering, grooming, and observing symptoms of illness. Position also maintains and cares for a variety of plant species within the school.

Essential Duties

1. Develops sets up, and conducts science laboratory experiments appropriate to the age range and abilities of students.
2. Assists teachers with developing and implementing instructional lessons and activities.
3. Works with individual and/or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
4. Assists students with completing their assigned lessons and laboratory experiments.
5. Explains to students proper procedures for the care and handling of animals and plant life.
6. Assists with monitoring student behavior, supervising the activities of children, and maintaining a safe and orderly environment during field trips, outdoor activities, and classroom laboratory experiences.
7. Assists teachers with evaluating student achievement.
8. Assists with promoting and developing students' interests in the field of science and the environment.
9. Plans and conducts ecological outdoor activities, field trips, and related environmental functions for students within the school.
10. Monitors and observes the physical condition of animals within the school to detect illness, irregularities, or conditions requiring professional medical care and notifies appropriate personnel as necessary.
11. Grooms, waters and feeds rations of food to animals according to instructions and established schedules.
12. Cleans, disinfects, and maintains animal quarters, cages, pens, and fenced yards using appropriate chemical solutions; and performs minor repairs as necessary.
13. Handles animals and physically transfers them between quarters as necessary.
14. Adjusts humidity and temperature controls of animal's quarters to maintain specified environmental conditions.
15. Cleans, sterilizes, and maintains laboratory equipment and instruments to include glassware, sinks, tables, and test panels using various types of solvents.
16. Utilizes appropriate gardening tools and chemical solutions to fertilize, water, transplant, and care for plants within the school in accordance with requirements of the species.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Principal or other appropriate administrator.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess 48 college credit hours, an Associate’s degree or successfully passed ParaPro test. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively using proper grammar. Ability to write routine reports and correspondence. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl. Duties may involve risk resulting from attending to students’ physical or sanitation/hygiene needs. Must be physically capable of frequently lifting or moving up to 50 pounds. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions.

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. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: None

Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Assistant IV – Environmental Lab Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

06/2021 CR