

*Desert Marigold School*  
**Instructional Assistant**  
*Job Description*

**Job Purpose Statement:** *The Instructional Assistant works closely with the lead teacher supporting in all areas including classroom activities, participation in meetings and in special events throughout the year.*

**Salary:** *Starting at \$13.25 hour (depending on Education)*

**Hours:** *Approx. 35 hours weekly depending on classroom and student needs*

**Reports to:** *Student Support Services*

**Qualifications:**

- Ideally, candidates will be highly organized, excellent oral and written communication skills.
- An understanding of Waldorf education or a willingness to learn about and work with this pedagogical approach is preferred.
- The assistant needs to have the ability to take direction from, and work closely with the Class Teacher. The assistant will work with the whole group and possibly small groups of students or a specific student to reiterate and reinforce academic content.
- Flexible individual who works well with others and experienced in, or interested in learning to assist diverse learners in a grade school (Grades 1-12) environment.
- Candidates will hold an Associate degree or higher, or have completed 2 years or 60 credit hours of higher education.
- Candidates must have a current valid Arizona Department of Public Safety Level One Fingerprint Clearance Card.

**Essential Job Functions:**

- Help redirect and refocus students
- Assist in preparing classroom materials and the classroom environment
- Take an active role in the well being of the class and all students
- Schedule may include snack and lunch play yard duties
- Assist in proctoring district assessments as required (i.e. AzMERIT, AIMS Science, PALS, DIBELS, Galileo, etc.)

**Experience requirements:**

**Skills, Knowledge, and/or Abilities Required:**

**Skills:**

- Skills in strong administrative responsibilities, listening, verbal, written and interpersonal communication.

**Knowledge:**

- Knowledge of Waldorf education and public school operations.

**Ability:**

- Leadership in working with students, staff, parents and the community. Commitment to the concept of collaborative decision making.

**Physical Demands:**

Frequent: Standing, walking

Occasional: Sitting, lifting and carrying

**Education:** Associate degree or higher, or have completed 2 years or 60 credit hours of higher education.

**Licences, Certification, Bonding and/or Testing Required:** AZ DPS Level One Fingerprint Clearance Card, Clear TB Test, Valid First Aid and CPR Certificate issued