



INSTRUCTIONAL ASSISTANT

DEFINITION:

Under the supervision of the Principal, assists a certificated teacher in reinforcing instruction to individual or small groups of students in an assigned classroom; assists in the preparation of instructional materials and implementation of lesson plans; provides routine clerical support and perform related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Other duties may be assigned.

- Assists instructional personnel with the development and presentation of learning materials and instructional exercises.
- Tutors individual or small groups of students, reinforcing instruction as directed by the teacher; monitors and oversees student drills, practices and assignments in various subjects; confers with the teacher concerning lesson plans and materials to meet student needs; assists with the implementation of lesson plans.
- Performs a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintain student records, attendance and files as assigned; grades student assignments and tests.
- Assists students in completing classroom assignments, homework and projects; assure student understanding of classroom rules and procedures; assists students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Observes and controls behavior of students in the classroom, lunch areas, playground or other learning environments according to approved procedures; monitors students during outdoor activities as directed; reports progress regarding student performance and behavior.
- Administers and scores various tests and assessments as directed; prepare mandated reports and documentation as required.
- Operates a variety of classroom and office equipment including audio-visual equipment, a computer and assigned software.
- Provides classroom support to the teacher by setting up work areas, bulletin boards and displays, and distributing and collecting papers, supplies and materials.
- Assures the health and safety of students by following established practices and procedures; maintains learning environment in a safe, orderly and clean manner.
- May provide interpretation/translation for non-English speaking parents, school personnel and students during phone calls, parent conferences, meetings and assemblies as directed.
- Attends meetings and in-service trainings as assigned.
- Maintains discipline in the absence of the teacher.

QUALIFICATIONS GUIDE

Knowledge of:

- Child guidance principles and practices.
- Safe practices in classroom activities.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

- General concepts of child growth and development and child behavior characteristics.
- Techniques used in controlling and motivating students.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Read books to students and assist with reading and writing activities as assigned.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Speak, read and write in English and a designated second language as required by position.
- Operate standard office and classroom equipment.
- Observe health and safety regulations.
- Maintain records and files.
- Assume responsibility for supervising students.
- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Perform routine clerical work and basic arithmetic calculations.
- Demonstrate an understanding, patient, warm and receptive attitude toward children.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience working with children in an educational or organized setting. Incumbents are encouraged to participate in courses, seminars and workshops in the area of instructional services, psychology or guidance.

LICENSES AND OTHER REQUIREMENTS:

- Proof of passage of the CBEST, or proof of an AA degree or higher from an accredited institution in the US or successful passage of the District's Proficiency Test or meet cut scores for ACT/SAT (ACT-23 Math, 22 English; SAT-550 Math, 500 English).
- Some incumbents in this classification may be required to speak, read and write in English and a designated second language and obtain passing scores on the District's bilingual test in a designated second language.

PHYSICAL DEMANDS:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Seeing to read a variety of materials and monitor student activities.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Hearing and speaking to exchange information.
- Reaching overhead and above shoulders to access materials.
- Lifting, carrying, pushing and pulling light objects up to 10 pounds.

WORK ENVIRONMENT:

Indoor/classroom 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. The noise level in the work environment is usually moderate. Hazards include:

- Contact with dissatisfied or abusive individuals.

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