

## **INSTRUCTIONAL ASSISTANT**

### **DEFINITION**

To assist in the instruction, supervision, and training of individual or groups of students by performing a variety of instructional support activities; to maintain effective learning environments; and to function as a cooperative and productive team member.

### **DISTINGUISHING CHARACTERISTICS**

This job class functions at the entry to journey level of performance. Employees in this classification perform responsible but highly defined procedural and tutoring tasks. This job class requires the ability to communicate and interrelate positively and effectively with students, parents, teachers, and other staff members. This job class may assume responsibility for performing multiple tasks as well as providing more direct student support within the context of teacher directives.

### **SUPERVISION RECEIVED**

Receives direct to general supervision from school site administrator. May also receive technical and functional supervision from a certificated teacher.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

Instructs individual and small groups of students in various learning situations and environments.

Supervises students appropriately to maintain effective learning environment.

Implements student discipline in accordance with District policies and educational codes.

Organizes instructional environment; prepares materials for daily and special activities, gathers appropriate resource materials, and cleans up upon completion of tasks.

Prepares materials and/or equipment for use in classroom activities and other learning situations, gathers and prepares appropriate resource materials.

Performs a variety of clerical support duties as assigned such as making copies, typing/word processing, data entry, and/or routine recordkeeping.

Monitors student progress through observation and review of work; maintains accurate and up to date student records.

Administers, checks, and records standardized/classroom tests, daily assignments, and homework per teacher's directives.

Performs non-instructional support functions such as establishing and maintaining informational and operational records and files and preparing attendance records, lunch counts, and permission slips.

Acts as resource to students; listens to students read, answer questions, reinforces learning concepts, checks student's work for completeness and accuracy.

Attends in-service training, parent conferences, and after-school meetings as required.

Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Proper English usage, grammar, spelling and punctuation.

Basic reading, spelling, mathematics, and English rules and concepts.

Basic and age appropriate methods of tutoring and motivating students.

### **Ability to:**

Learn standard and accepted classroom procedures and children's instructional and recreational activities, games, arts, and crafts.

Learn District's policies, procedures, organization and operations related to instructional programs and student support.

Understand and follow both oral and written instructions.

Demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on a standardized proficiency test.

Communicate effectively and positively in both oral and written forms.

Supervise students effectively and positively in a variety of situations.

Establish and maintain a variety of routine records, logs, and files, including confidential files.

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

## **LICENSES AND CERTIFICATES**

Possession of a passing score on District's Instructional Assistant Proficiency Test.

May require possession of a valid and appropriate California State driver's license.

**TRAINING AND EXPERIENCE:** Any combination of training and experience which would provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities would be:

### **Training**

The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.

### **Experience**

At least one (1) year working with children in a tutoring, teaching, and/or supporting role.

## **TYPICAL PHYSICAL REQUIREMENTS**

Sitting or standing for extended periods of time daily; walking short distances. Twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required. Corrected hearing and vision to normal range; verbal communications required.

## **TYPICAL WORKING CONDITIONS**

Assigned work is normally performed in a classroom or other learning environment. Some outdoor work may be required. Continuous contact with other staff, students, parents, and general public.