



LOWELL JOINT SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT - INTERVENTION

Classified Salary Schedule
Range 14

JOB SUMMARY:

Under supervision of Principal or designee, serves as an assistant in the instruction of reading and/or math to small groups and individual students. Performs related routine clerical and non-instructional duties as required.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Provide direct instruction and conduct instructional activities working with small groups.
- Organizes materials and supplies for student daily activities.
- Maintains open communication, monitors progress, collects student data and reports to principal and classroom teachers.
- Observes student behavior and interaction with learning process for reporting to the teacher.
- Works with assigned students to assist in the completion of reading and/or math related tasks.
- Provides positive feedback and tips to reinforce student learning.
- Performs a variety of clerical duties such as updating student profiles, recording tests and grades, assembling instructional materials, taking attendance, and typing and duplicating classroom materials; distribute and collect papers and supplies.
- Maintains the materials, equipment, and supplies in the reading center as needed.
- Functions as an appropriate role model for students, providing proper examples, emotional support and a friendly attitude and general guidance.
- Adhere to the appropriate code of ethics and student confidentiality.
- Maintains classroom or learning facility in a clean and orderly condition.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Basic methods of instruction, including arithmetic, grammar, spelling, language and reading.
- General classroom procedures, rules of conduct and appropriate student guidance; safe practices in classroom and playground activities.
- Instructional principals of administering, scoring and interpreting examinations.
- Instructional and behavioral strategies used in controlling and motivating students.
- Record keeping techniques and time management skills.
- Operation of standard office and classroom equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills, using tact, patience, and courtesy.
- Effective written and oral communication skills.

Ability to:

- Provide instruction, supervise and discipline students according to approved policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Work confidentially with discretion and independently with little supervision.
- Operate a variety of standard office and classroom equipment.
- Promote student self-esteem through guidance balanced with trust.
- Monitor, interview, observe student behavior and progress according to approved policies and procedures.

Ability to (continued):

- Maintain confidentiality of records and information.
- Establish and maintain cooperative and effective working relationships with school administrators, staff, students and the general public.
- Perform clerical duties; establish and maintain effective record keeping procedures.
- Lift and move items weighing up to 50 pounds.

Education/Training/Experience:

Graduation from high school or its equivalent. Must meet one of the following qualifications as defined by the NCLB Act (SB1405): (1) AA degree or higher; (2) completion of at least 48 units of course work at an institution of higher education; (3) successfully pass the District’s local assessment test. One year experience in working with children requiring a specialized learning environment.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include sitting and standing for extended periods of time. Dependent on student/class assignment, the employee may frequently move or lift children weighing up to 50 pounds unassisted. Occasional bending at the waist is required, as is kneeling, crouching, pushing and pulling to assist students with shoelaces and floor exercises. Employees may reach overhead as well as above the shoulders and horizontally.

Mental Demands:

Employee must be able to comprehend and follow written and oral instructions; interpret policies and procedures; and interact cooperatively with District staff, parents, and the general public.

Work Environment:

While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment. There is frequent contact with staff. The noise level is moderate.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

9 1/2 months per year, 5 days per week, up to 4.5 hours per day