



## LOWELL JOINT SCHOOL DISTRICT

### INSTRUCTIONAL ASSISTANT - RSP

Classified Salary Schedule  
Range 14

#### **JOB SUMMARY:**

Under general supervision of the school principal using average level instructional skills, assists teachers by instructing pupils individually or in small groups and relieves the teacher of routine clerical duties.

#### **DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished from other Instructional Assistant classifications in that the primary responsibility is working with students in classrooms, instructional labs or special study centers.

#### **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 class.*

- Assist teacher by reinforcing educational concepts and skills to students individually or in small groups.
- Present subject matter to students in lectures or discussions.
- May prepare lesson outlines, teaching aides and plans for review and approval by the teacher and distribute material to students.
- Confer with teacher on assigned subjects to insure coordination of instructional efforts.
- May type forms, mailers, and other teaching aids.
- Assist with implementation of Individualized Education Program (IEP) through instruction and activities.
- Observe and control behavior of students according to approved procedures.
- May administer and grade a variety of tests.
- May set up and operate simple audio-visual equipment, assisting students to learn through the use of computers and other teaching aids. May operate assistive technology devices.
- Assist teacher with maintenance of classroom and student files and records.
- Participate in meetings and in-service training programs as assigned.
- Supervise student(s) during class activities, in the library, on field trips, at lunch and recess.
- Assist teacher with classroom preparation and materials, maintaining a clean and safe learning environment.
- Perform other related duties as assigned.

#### **QUALIFICATION GUIDELINES:**

##### **Knowledge of:**

- Child guidance principles and practices.
- Basic methods of instruction, including arithmetic, grammar, spelling, language and reading.
- Safe classroom and playground practices.
- Basic first aid procedures and health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic record keeping techniques.

##### **Ability to:**

- Assist with instructional and related activities with students from preschool through eighth grade level.
- Demonstrate understanding, patient and receptive attitude toward children with special needs.
- Learn procedures, functions and limitations of assigned duties.
- Provide instruction, supervise and discipline students according to approved policies and procedures, per teacher guidance.
- Work confidentially with discretion and independently with little supervision.

**Ability to (continued):**

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- 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. Experience in working with children requiring a specialized learning environment desirable.

**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. Employees may lift and move students who may wear heavy braces, use wheelchairs and other assistive devices, and/or assist students on or off a bus. Occasional bending at the waist is required, as is kneeling, crouching, pushing and pulling to assist students with shoelaces, braces, floor exercise and pushing of wheelchairs with or without students up and down inclines. 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. The employee's primary responsibility is working with students with special needs. Employees in this position may have a higher level of physical injury from students. 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:**

10 months per year, five days per week, 5.25 hours per day