

INSTRUCTIONAL ASSISTANT

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned administrator and the day-to-day supervision of a certificated teacher, the job of Instructional Assistant is done for the purposes of assisting a certificated teacher in providing direct support to instructional activities to individual or small groups of students in a mainstream classroom; modeling proper behavior and assisting in maintaining a safe and positive classroom environment conducive to learning; monitoring and reporting student progress regarding behavior and performance; and performing record keeping and other basic clerical functions related to the classroom.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Instructional Assistant is assigned to assist teachers in mainstream classrooms. This classification differs from other classes of Instructional Assistants in that the latter provide assistance to teachers of students with learning, physical, or emotional disabilities or whose English language skills require bilingual instructional support.

ESSENTIAL FUNCTIONS

- Instructs students individually and in small groups for the purpose of reinforcing instruction as directed by the teacher.
- Assists teachers in preparation and implementation of lesson plans (e.g. setting up work areas, displays and exhibits, operating equipment, developing instructional materials, distributing and collecting students' papers, etc.) for the purpose of providing instruction in accordance with established curriculum.
- Confers with teachers/parents regarding assigned students' progress for the purpose of providing input to evaluate students' progress and/or needs.
- Observes students within classroom and school environment according to approved procedures for the purpose of assisting teachers in maintaining a safe and positive learning environment.
- Documents observations, students' academic performance and school activities for the purpose of providing a record for future reference and/or complying with established regulatory requirements.
- Performs other instructional support and record keeping activities (e.g. copying materials, posting information, distributing reports, documenting progress, etc.) for the purpose of supporting teachers.
- Maintains various instructional records, files, supplies and work aids for the purpose of ensuring the necessary materials are available as required.
- Grades papers, essays, exams using answer keys and evaluation comments for the purpose of providing results and feedback to students and teacher on students' mastery of subject matter.

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- Adapts various instructional materials for the purpose of providing modified materials to be utilized for the variety of teaching methods required to best address the students' learning abilities.
- Assess, under the guidance of assigned classroom teacher, students' performance for the purpose of providing feedback to students, teachers and/or others involved in the provision of services.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: child guidance principles and practices, especially as they relate to students with learning disabilities; basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading; safe practices in classroom and other activities; correct English usage, grammar, spelling, punctuation and vocabulary; reading and writing communication skills; interpersonal relations skills using tact, patience and courtesy; record-keeping techniques; and modern office practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: learning the methods, procedures, functions and limitation of assigned duties; supervising and disciplining students according to approved policies and procedures; printing and writing legibly; making arithmetic calculations quickly and accurately; understanding and following oral and written directions; communicating effectively orally and in writing with students and adults; reading, interpreting and following rules, regulations, policies and procedures; establishing and maintaining effective working relationships with others; and maintaining confidentiality.

RESPONSIBILITY

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Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. There is a continual opportunity to have some impact on the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations, in a clean atmosphere.

EXPERIENCE

Job related experience is desired.

EDUCATION

Targeted job related education that meets organization's prerequisite requirements.

REQUIRED TESTING

Pre-employment Proficiency Test

CERTIFICATES

None Specified

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance