



Job Description

Title: Instructional Assistant	FLSA Status: Non-Exempt	Months: 10
Supervisor: Principal	Supervises: N/A	Range: 11
Department: Educational Services	Bargaining Unit: Classified	Approved:

JOB SUMMARY:

Under general supervision of the Building Principal performs paraprofessional instructional activities; reinforce instruction in academic, artistic and physical skills; may assume independent responsibility for specified aide duties, i.e., bilingual/bicultural activities; provide intensified learning experiences for students in assigned areas; perform a wide variety of clerical and supportive tasks for instructional personnel and to perform other duties directly related to this job description. The Instructional aide position is distinguished from the Instructional Aide I position by increasingly greater, independent responsibility by virtue of additional training or specific, specialized assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists instructional personnel with the development and presentation of learning materials and instructional exercises.
- Tutors students in small groups or individually to reinforce and follow up learning activity including students with limited English speaking ability in a bilingual assignment.
- Monitors and assists students through drill, practice and study activities following the presentation of instructional concepts by instructional personnel, including students with limited English speaking ability in a bilingual assignment.
- Reads to students, explains words and meanings, rephrases materials and provides similar learning examples, including students with limited English speaking ability in a bilingual assignment.
- May assist in parent conferences.
- Assists in the development of a variety of instructional materials and distributes and accounts for textbooks, supplies and equipment; collects, assembles, catalogs, inventories and distributes resource materials.
- Supervises classroom, playground and study trip activities.
- In a bilingual assignment, may use duo-lingual ability in dealing with assigned duties related to students, staff and public.
- May assist in toileting.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands 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.

Knowledge of:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary and correct use of Spanish or required language in a bilingual assignment.
- Knowledge of general concepts of child growth and development and student behavior characteristics.
- Ability to perform general clerical duties for instructional staff including filing, typing and duplicating materials.

Skills/Ability to:

- Skill in maintaining a variety of records and reports and ability to score tests and complete and record grades.
- Ability to maintain classroom discipline and assist in the management and shaping of student behavior through positive reinforcement strategies.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- High school diploma or equivalent.

Licenses, Certifications and other Requirements:

- First Aid and CPR certification.
- Instructional Assistant Proficiency Test certificate.

WORKING CONDITIONS:

- Manual dexterity and physical condition necessary to maintain a rigorous work schedule.
- Daily contact with students, teachers, school and District staff.
- Occasional contact with parents and community members.

Work Environment:

- Primarily indoor classroom and school environment.
- Temperature - normal climate.

Physical Demands:

- Light to moderate physical effort standing and/or walking for extended periods of time. Lift and move instructional materials and equipment.
- Moderate stress level.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.