



## Job Description

<b>Title: Instructional Assistant</b> <b>Mandarin / English</b>	<b>FLSA Status: Non-Exempt</b>	<b>Months: 10</b>
<b>Supervisor: Principal</b>	<b>Supervises: N/A</b>	<b>Range: 11</b>
<b>Department: Educational Services</b>	<b>Bargaining Unit: Classified</b>	<b>Approved: 6/11/2026</b>

### JOB SUMMARY:

Under general supervision of the 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.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists certificated staff with the development and presentation of learning materials and instructional exercises.
- Assists 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 certificated staff, 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.
- Assists with instructional materials.
- Assists with classroom, playground and study trip activity supervision.
- In a bilingual assignment, may use duo-lingual ability in dealing with assigned duties related to students, staff and public.
- Observe and report progress regarding student performance and behavior; maintain student discipline and presence within the classroom; assist with resolving student issues and conflicts.
- Observe and support student behavior in the classroom according to approved procedures; monitor and interact with students during outdoor, physical education and other recreational activities, as directed.
- Provide routine first aid and seek assistance for serious illness or injuries; ensure the health and safety of students by following established practices and procedures; provide band aids if needed; prepare injury report.
- 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:**

- Correct English usage, grammar, spelling, punctuation and vocabulary and correct use of Mandarin language.
- Knowledge of general concepts of child growth and development and student behavior characteristics.
- Ability to perform general clerical duties.

**Skills/Ability to:**

- Assist with instruction and related activities in a classroom environment.
- Assist in the preparation of instructional materials and implementation of instructional activities.
- Perform a variety of clerical duties including typing, filing and duplicating materials.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment including a computer and assigned software.
- Maintain records and prepare routine reports.
- Administer first aid and CPR.

**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:

- Graduation from high school or equivalent GED.
- Six months experience working with children in an organized setting or learning environment.
- Mandarin / English fluent preferred

**Licenses, Certifications and other Requirements:**

- Valid First Aid and CPR certification.
- Instructional Assistant Proficiency Test certificate.
- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
  - Completed at least two years of study at an institution of higher education or,
  - Obtained an associate's or higher degree (college level) or,
  - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessments, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

**WORKING CONDITIONS:****Work Environment:**

- Indoor/outdoor work environment.
- Constant interruptions

**Physical Demands:**

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended period of time.
- Bending at the waist, kneeling or crouching to assist students.
- Hearing, seeing, and speaking to exchange information.

**Hazards:**

- Potential contact with dissatisfied or abusive individuals.
- Potential contact with blood and other body fluids.

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.