

INSTRUCTIONAL ASSISTANT TITLE I

DEFINITION:

Under the supervision of the Principal, assists a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom setting at a designated Title I school site; assists in the preparation of instructional materials and implementation of lesson plans; provides routine clerical support and perform related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
Other duties may be assigned.

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- Basic record-keeping techniques.
- General concepts of child growth and development and child behavior characteristics.
- Techniques used in controlling and motivating students.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Read books to students and assist with reading and writing activities as assigned.
- Understand and follow oral and written directions.
- 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.
- Speak, read and write in English and a designated second language as required by position.
- Operate standard office and classroom equipment.
- Observe health and safety regulations.
- Maintain records and files.
- Assume responsibility for supervising students.
- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Perform routine clerical work and basic arithmetic calculations.
- Demonstrate an understanding, patient, warm and receptive attitude toward children.

EDUCATION/EXPERIENCE:

Possession of an Associate's or higher degree from an accredited institution in the US. Some paid or volunteer experience working with children in any educational or child care setting; or any combination of training and experience that could likely provide the desired knowledge and abilities. Incumbents are encouraged to participate in courses, seminars and workshops in the area of instructional services, psychology or guidance.

LICENSES AND OTHER REQUIREMENTS:

- Proof of passage of the CBEST, or proof of an AA degree or higher from an accredited institution in the US.

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Revised: 10/2018