

INSTRUCTIONAL ASSISTANT

DEFINITION:

Under the supervision of the Principal, assists a certificated teacher in reinforcing instruction to individual or small groups of students in a assigned classroom; 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.

- x Assists instructional personnel with the development and presentation of learning materials and instructional exercises.
- x Tutors individual or small groups of students, reinforcing instruction as directed by the teacher; monitors and oversees student drills, practices and assignments in various subjects; confers with the teacher concerning lesson plans and materials to meet student needs; assists with the implementation of lesson plans.
- x Performs a variety of clerical duties and understanding of classroom rules.

- x General concepts of child growth and development and child behavior characteristics.
- x Techniques used in controlling and motivating students.

Ability to:

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

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience working with children in an educational or organized setting. Incumbents are encouraged to participate in courses, seminars and workshops in the area of instructional services, psychology or guidance.

LICENSES AND OTHER REQUIREMENTS:

- x Proof of passage of the CBEST or proof of an AA degree or higher from an accredited institution in the US or successful passage of the District Proficiency Test or meet cut scores for ACT/SAT (ACT-23 Math, 22 English; SAT 50 Math, 500 English)
- x Some incumbents in this classification may be required to speak, read and write in English and a designated second language and obtain passing scores on the District's bilingual test in a designated second language

PHYSICAL DEMANDS:

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Revised: 10/2018