

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT

DEFINITION – Under supervision, to assist teachers in classroom and resource room operations and routine instructional support; to work with students individually and in small groups in accordance with instructions; to maintain and respect requirements of student confidentiality; to provide record keeping support (exclusive of assigning student grades); to perform routine clerical duties; and to perform related work as required.

EXAMPLE OF DUTIES* - The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Read with students and discuss what was read. E
- Reinforce teacher lessons and encourage students development
- Circulate in classroom to assist and supervise students. E
- Use office machines and classroom equipment. E
- Correct student work, record grades in accordance with instructions and provided by teacher. E
- Assign class work and homework in accordance with teacher's plans. E
- Provide physical assistance to students, when necessary. E
- Set up/prepare projects. E
- Attend conferences and meetings.
- Participate in drills. E
- Instruct students on computer use.
- Assist parent volunteers.
- Supervise students in the classroom, during recess, and on field trips.
- Translate and interpret for non-English speaking students and parents (some positions).
- Perform related duties as assigned. E

* **Tasks statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

QUALIFICATIONS

<p>Knowledge of:</p> <ul style="list-style-type: none">• Elementary and secondary level general curriculum;• Practical learning patterns and behavior;• Elementary concepts of child and adolescent development and of the respective behavior characteristics;• General needs and behavior of students at the elementary and secondary levels;• Correct English usage, spelling, grammar, and punctuation;• Reading and writing in English and phonics and basic reading principles;• Operation of standard office equipment;• Number concepts and general arithmetic to pre-algebra level;• Basic record-keeping techniques;• Appropriate safety precautions and procedures.	<p>Ability to:</p> <ul style="list-style-type: none">• Communicate with students and motivate them to participate in learning activities;• Learn to reinforce teaching in special subject matter areas or to assist students who have special learning needs by watching teachers or specialist;• Learn and adapt to new procedures and conditions;• Recognize hazards to safety;• Learn laws, rules, practices, and procedures related to public education and related to the program to which assigned;• Perform routine clerical work;• Maintain accurate records;• Supervise students in classrooms, or field trips, and out-of-doors;• Understand and carry out oral and written instructions;• Establish and maintain effective relationships with those contacted in the course of work;• Read, write, and speak a second language, designated by the district (some positions).
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<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 25 pounds on an occasional basis</p>	<p>To perform tasks such as to:</p> <p>Transport and operate AV equipment</p>
<p>Environmental Requirements:</p> <p>Constant work interruptions</p> <p>Work around dirt/dust</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p>To perform tasks such as to:</p> <p>Instruct and supervise students</p> <p>Supervise students outdoors</p> <p>Instruct groups of students in absence of teacher</p> <p>Coordinate activities with teachers and staff</p> <p>Perform classroom duties</p>
<p>Mental Requirements:</p> <p>Read, write, understand, interpret, and apply moderately complex information</p> <p>Copying</p> <p>Coordinating</p> <p>Judgement and process information quickly and make quick decisions</p> <p>Learn quickly and follow verbal procedures and standards</p> <p>Place information in order of importance</p> <p>Listen</p> <p>Demonstrate</p> <p>Give verbal instruction</p>	<p>To perform tasks such as to:</p> <p>Read and understand curriculum Math skills at an 8th grade level</p> <p>Correct and grade papers</p> <p>Document information and maintain student records</p> <p>Set up projects</p> <p>Work safely and effectively with students</p> <p>Instruct and supervise students</p> <p>Respond to difficult or emergency situations</p> <p>Understand student questions</p> <p>Reinforce teacher lessons</p> <p>Instruct and supervise students</p>

Other Conditions of Continued Employment:

- Speak at a conversational level and demonstrate fluency and literacy in English
- Participate in employer mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreement

Adopted: 10/25/95
Revised: 1/96