

UNION SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT I

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; and assist in the preparation of instructional materials.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects or assigned subject area; confer with the teacher concerning lesson plans and materials to meet student needs; assist with the implementation of lesson plans.

Assist students in completing classroom assignments, homework and projects; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; compile homework materials for absent students as needed.

Read books to students and observe their reading abilities as assigned by the position; assist students with letter and word pronunciation and recognition; assist students with spelling and writing exercises and assignments.

Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor activities as directed; report progress regarding student performance and behavior.

Operate a variety of classroom and office equipment including a computer, copier, overhead projector and laminator as assigned.

Provide classroom support to the teacher by setting up work areas and displays, and distributing and collecting paper, supplies and materials.

Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.

May be assigned to accompany students and teachers on field trips.

Attend mandatory trainings as required by your position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices;

Safe practices in classroom activities;
Basic subjects taught in local schools, including arithmetic, grammar, spelling, language, music, computers, physical education, reading and/or other subjects as assigned by the position;
Basic instructional methods and techniques;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Classroom procedures and appropriate student conduct;
Operation of standard office and classroom equipment;
Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy; and
Basic record-keeping techniques.

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;
Operate standard office and classroom equipment;
Observe health and safety regulations;
Maintain records and files;
Model appropriate behavior around and interact appropriately with preschool and school age children; and
Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Complete at least 2 years of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

LICENSES AND OTHER REQUIREMENTS:

Valid California Motor Vehicle Operator's License **may** be required.
First Aide and/or CPR (may be required; training will be provided)

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor environment
Constant interruptions

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and instructions, and the display screen of various office equipment and machines;

Ability to conduct verbal conversation;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Kneel or squat for extended periods of time;
Climb slopes, stairs, steps, ramps and step ladders;
Push and/or pull a variety of tools and equipment weighing up to 50 or more pounds;
Lift and or carry up to 10 or more pounds frequently;
Lift and or carry up to 20 or more pounds occasionally;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion; and
Demonstrate manual dexterity necessary to operate a computer and other classroom and office equipment in a safe and effective manner.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.