

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Instructional Assistant

DESCRIPTION OF BASIC RESPONSIBILITIES

Under the direction of a Teacher(s), assist in the instruction, supervision, and training of individual or groups of students by performing a variety of instructional support activities related to an effective learning environment.

SUPERVISOR: Principal

TYPICAL DUTIES:

1. Instruct individuals and small groups of students in various learning situations.
2. Monitors individual students, classroom, and/or playground activities for the purpose of providing a safe environment.
3. Maintain school site discipline policies.
4. Organize instructional environment; set up materials for daily activities, and maintain neat and orderly classroom/instructional areas.
5. Prepare materials and/or equipment for use in classroom activities; gather appropriate resource materials.
6. Maintain classroom equipment, student files, records, etc., for the purpose of ensuring safe and appropriate learning environment.
7. Perform a variety of basic clerical duties as assigned, i.e. copy tests and handouts, etc., and record test results.
8. Monitor student progress through observation, daily contact, and maintenance of accurate student records.
9. May also administer, check, and record standardized/classroom tests, daily assignments, and homework.
10. Perform non-instructional duties such as establishing and maintaining informational and operational records and files, attendance records, lunch counts, and permission slips.
11. Assist students with assigned work such as listen to students read, answer questions, reinforce concepts, check work for completeness and accuracy.
12. Assist teachers and parents in implementing lesson plans and other general requirements of teaching.
13. Attend inservice training, parent conferences, and after-school meetings as assigned.
14. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- principles of child development and instructional processes;
- age appropriate methods of tutoring and motivating students
- proper use of English, spelling and grammar;

- general office procedures, practices and equipment;
- classroom procedures and children's instructional and recreational activities, games, arts, and crafts.

Ability to:

- supervise students in a variety of situations;
- rapidly learn methods and materials used in a variety of instructional situations;
- meet schedules and deadlines;
- demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on a standardized proficiency test;
- perform basic clerical functions and operate standard office equipment;
- understand and carry out oral and written instructions;
- establish and maintain accurate records and files;
- maintain the security and confidentiality of student records and information;
- read, interpret, and apply District rules, regulations, and policies;
- meet and maintain the physical requirements necessary to perform assigned duties in a safe and effective manner;
- communicate effectively in both oral and written forms;
- establish and maintain cooperative work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent.
- Prior job related experience, paid or volunteer, with school age children.
- TB test clearance.
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in-person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office equipment and media equipment.
5. Sufficient mobility to move about the District and drive a car.
6. Sufficient strength to lift 25 lbs. or carry object weighing over 15 lbs.
7. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.