

INSTRUCTIONAL ASSISTANT – ACADEMIC CLASSROOM SUPPORT

DEFINITION

Under supervision of the principal, and as directed by a certificated employee, administer classroom support to students; assist with supervision of academic program(s) as assigned by performing a variety of instructional activities for students in assigned areas; perform a variety of clerical tasks required; do related work as required.

EXAMPLES OF DUTIES

Provide designated instruction to select students, one on one, in small or large groups, or in a classroom; tutor individuals and small groups of students; monitor and assist students as a follow-up to instruction given by the classroom teacher; oversee and supervise students during classroom activities, recess periods and field trips; administer, score and record tests and compute and record grades; assist in maintaining a neat, orderly and attractive learning environment; operate a variety of classroom and office equipment; may assist in yard duty assignment; schedule times for instruction; attend meetings and training sessions as required; assist in communicating student progress to classroom teachers, parents and administrators; assist instructional personnel with the presentation of learning materials and instructional activities; provide information to supervisor concerning student progress; collect and develop instructional materials; implement program modifications; attend student progress meetings as needed;

QUALIFICATIONS

Knowledge of

Basic concepts of child growth and development and developmental behavior characteristics, behavior management strategies and techniques; basic subjects including arithmetic, grammar, spelling and reading; routine record keeping techniques; computer operations/data entry, word processing, and spreadsheets.

Ability to

Utilize a variety of instructional materials and procedures to enhance a positive educational environment; work independently; multitask and prioritize; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; communicate effectively in oral and written form; understand and carry out oral and written directions; establish and maintain cooperative working relationships; pass a District proficiency test in English usage, language arts, and mathematics, or have passed the CBEST.

Experience

At least one year of experience in a paid or non-paid position working with school aged children.

Education

Education equivalent to the completion of the twelfth grade. An AA or BA degree is highly desirable.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License.

Board Approved: 1.20.11

