

INSTRUCTIONAL ASSISTANT – MILD/MODERATE

DEFINITION

Under supervision of the principal, and as directed by a certificated employee, assists in performing a variety of instructional activities for students in assigned areas; provides a variety of clerical and supportive tasks for teachers and students, and does related work as required.

EXAMPLES OF DUTIES

Assist teachers in the presentation of learning materials; tutor individuals and small groups of students; monitor and assist students after instruction has been given by the teacher; oversee and supervise students during classroom activities, recess periods and field trips; read to students, explain words and meanings, re-phrase materials and provide similar learning examples; may assist in the administration of and score tests and compute and record grades; maintain student records and files; confer with teacher about program and student needs; perform routine clerical duties in support of classroom activities; use positive reinforcement strategies and other appropriate techniques to assist students in the development of appropriate behavioral strategies; maintain discipline in the absence of the teacher; prepare teaching materials and learning activities as directed; operate and assist students in the operation of a variety of instructional technology; distribute and account for materials such as textbooks, supplies and equipment; collect, assemble, catalogue and distribute resource materials; may take roll and collect monies; assist in maintaining a neat, orderly and attractive learning environment; operate a variety of classroom and office equipment; may assist in yard duty assignment; may attend meetings and training sessions as required.

QUALIFICATIONS

Knowledge of

Student behavior and characteristics; supervision and motivation of students; correct oral and written usage of English; math, reading and composition skills; routine record keeping.

Ability to

Learn and utilize standard teaching aids, use the computer and office machines; learn and utilize methods and procedures to be followed in instructional settings; perform routine clerical work; make arithmetical calculations; understand and carry out oral and written instructions; plan and organize work; pass required mathematics, reading and writing proficiency examination; or have two years of college (48 units) or an A.A. degree (or higher); or have passed the CBEST; establish and maintain cooperative working relationships.

Experience

None required.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. May be required to correctly lift at least 20 pounds alone or more with assistance and move students on and off a school bus, in a classroom, and during outside activities as necessary. Pushing a wheelchair with or without a student in it. Assisting students using walkers, tricycles, or other mobility devices. Lifting of office supplies and other work related materials of up to 20 pounds occasionally involved.

Licenses

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

Board Approved: June 28, 1978

Revised: March 8, 1982

Revised: June 11, 1991

Revised: May 11, 1999

Revised: February 8, 2005 effective March 1, 2005

Revised Draft: October 15, 2014

Revised: November 10, 2015

Board Approved: January 22, 2016

Revised: August 4, 2022