

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Instructional Assistant, Classroom

BASIC FUNCTION:

Under general supervision of the site administrator and general direction of the classroom teacher, to perform a variety of instructional activities; to assist in the conduct of intensified learning experiences; to perform routine clerical and supportive tasks for instructional personnel; and to do other related work as required.

ESSENTIAL DUTIES:

- Tutors individuals and small groups of students to reinforce and follow-up learning activities.
- Monitors and assists students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts by instructional personnel.
- Assists in the management of student behavior through the use of positive reinforcement strategies and techniques.
- Assists in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students.
- Maintains a variety of records and files, which may include confidential student information.
- Develops and updates schedule and instructional plans for support staff and substitute use.
- Supervises students and supports activities on school play area to ensure safe physical activities and games, as directed by supervisor.
- Operates and assists students in the operation of a variety of instructional media technology, machines and equipment.

OTHER REPRESENTATIVE DUTIES:

- May requisition, distribute, and maintain an appropriate inventory of textbooks, instructional materials, supplies, and equipment.
- Maintains or assists in maintaining an orderly, attractive, and positive learning environment.
- Participates in parent conferences, as requested.
- Participates in staff development activities and professional learning communities as appropriate.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Basic concepts of child growth and development, and developmental behavior characteristics.
- Student behavior management strategies and techniques.
- Appropriate English usage, punctuation, spelling, and grammar.
- Basic arithmetical concepts.
- Routine record management, storage, and retrieval systems and procedures.

Ability to:

- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups.

- Communicate effectively in oral and written form in English.
- Perform routine clerical tasks and operate a variety of educational technology and office related machines and equipment.
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with children and adults.

MINIMUM QUALIFICATIONS

Experience:

One year of paid or volunteer experience working with multi-age groups of children

Education:

Equivalent to the completion of the twelfth grade, with coursework or training in child growth and development, instructional technology, or a closely related field.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS

Environment:

- School, classroom and playground environments
- Moderate noise level
- Outdoor weather conditions

Physical Requirements:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist.
- Ability to frequently lift, push, pull and/or move up to 30 pounds, and occasionally lift, push, pull and/or move up to 75 pounds with assistance.
- Ability to climb stairs.
- Ability to see for the purposes of reading instructional materials, documents and other printed matter, for observing students and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to operate technology, computer, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.