

Oak Grove School District

JOB TITLE: **INSTRUCTIONAL ASSISTANT**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist a certificated teacher(s) by performing instructional support tasks and child care activities; to supervise students and perform a variety of related duties in the maintenance of an effective learning environment. Employees in this classification receive general supervision from a certificated teacher(s) and/or school administrator within a well-defined framework of policies and procedures. This job class provides a variety of responsible instructional support activities to enhance the educational environment within the District. This job class requires a high degree of positive contact with both students and certificated staff.

TYPICAL DUTIES

- Assists certificated teacher(s) in instructing individuals and small groups of students in various learning situations including basic academic subjects, music or other art forms, library media center activities, personal hygiene, practical experiences, self-help, social integration, etc.
- Implements learning situations which may include individualized instruction; creating learning centers and/or researching instructional programs for specific needs of an assigned area
- Assists certificated teacher(s) in implementing curriculum for a specialized area of instruction such as ESL education, music, crafts, or related art forms, etc.
- Assists in supervising students to maintain an effective learning environment, disciplining when necessary
- Assists in organizing learning and/or child care environments; setting up materials for daily activities, maintaining neat and orderly classroom/teaching/recreational centers
- Prepares instructional materials for use in the classroom; types, makes dittos, copies, gathers appropriate resource information and materials as designed by teacher(s)
- Administers/corrects tests and daily assignments, as assigned
- Assists teacher(s) by providing child care services as needed; observing physical condition of children and reporting possible health deficiencies
- Assists in developing and maintaining informational and operational records and files
- Provides/confers with teacher(s), school administrators, and/or program coordinators regarding students' progress, program evaluation, problem areas, etc.
- Assists in developing a set of goals and objectives for each student according to curriculum and program requirements
- Takes daily attendance, lunch counts and performs other "tracking" functions; receiving and recording monies, notes from home, etc.
- Escorts students outside a classroom situation; ensuring students' safety, social integration, or security
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

- Possess a high school diploma or equivalent
- Completion of two years (48 semester units) of study at an institution of higher education, OR possess an associate's degree (or higher) from a recognized college or university, OR must have passed an approved test that demonstrates the necessary knowledge and ability to assist in the instruction as well as the knowledge of language arts and math. Applicant needs to meet only one (1) of the preceding requirements.
- Knowledge of proper English usage and grammar
- Knowledge of pertinent academic areas and learning situations
- Knowledge of general needs and behaviors of children
- Knowledge of children's recreation activities involving sports, games, arts and crafts
- Skill to understand and carry out both oral and written instructions in an independent manner
- Skill to understand the needs of children and to effectively relate to these needs in a learning and/or recreational situation
- Skill to learn the requirements of the children in the specific learning program(s) to which assigned
- Skill to analyze situations accurately and adopt an effective course of action
- Skill to effectively supervise students in a variety of situations
- Skill to maintain calm and patience in stressful situations
- Ability to meet the physical requirements necessary to safely and effectively perform the required duties
- Skill to establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties

Specified positions in the Instructional Assistant class may require

- Skill to speak, read, and write specified foreign language where required