

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Intervention Instructional Assistant**

**BASIC FUNCTION:**

Under the general supervision of the assigned site administrator and general direction of an assigned teacher; assist individual or small groups of identified students in the area of English language arts and/or math; prepare a variety of instructional materials .

**ESSENTIAL DUTIES:**

- Tutor individual or small groups of students, reinforcing instruction as directed by the designated program; provide and utilize intensive methods of reinforcement of the lesson plans in accordance with specialized program guidelines; monitor and oversee student drills, practices and assignments
- Assists instructional personnel with the presentation of learning materials and follow up activities, individually or in small groups of students
- Prepares and assists in the set up and preparation of learning activities for use with students
- Set up work areas and displays, operate computers and audio-visual equipment and prepare and duplicate instructional materials; confer with teachers concerning programs and materials to meet student needs
- Continues with instructional program in absence of teacher
- Performs a variety of behavior management and behavior shaping functions
- Reports progress regarding student performance and behavior
- Prepare and maintain program-related records including testing, evaluation or instructional materials as required; maintain the confidentiality of student records and information to established guidelines
- Uses positive reinforcement strategies and other techniques to assist students in the development of appropriate behavior and an appreciation of human diversity
- Assists in maintaining an orderly and positive learning environment

**OTHER REPRESENTATIVE DUTIES:**

- May perform routine clerical tasks such as computer operation, filing and photocopying
- Stores and maintains an appropriate inventory of instructional materials, supplies and equipment
- Participates in staff development activities and professional learning communities as appropriate
- Perform related duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Knowledge of or ability to learn instructional strategies in a variety of intervention programs that are currently in use within the school for varying grade levels
- Record student attendance and maintain daily performance in the program by tracking methods that are used for each program, i.e. student data system, Excel, and a variety of computer data programs
- Basic concepts of child growth, development and developmental behavioral characteristic
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Ability to implement behavior management techniques with or without the presence of the teacher

- Appropriate English usage, punctuation, spelling and grammar
- Basic arithmetical concepts
- Health and safety regulations

**Ability to:**

- Utilize a variety of learning activities and procedures
- Provide feedback as to how the students are performing daily assigned tasks
- Be flexible in making quick changes in a daily lesson for individual or total group
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment
- Establish and maintain cooperative working relationships with students and adults
- Pass a district proficiency test in reading, math and composition or have passed CBEST

**MINIMUM QUALIFICATIONS**

**Experience:**

- Two years of increasing responsible experience working with multi-age children with a variety of intervention strategies

**Education:**

- Equivalent to the completion of an Associate of Arts degree, with emphasis in the assigned subject area

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Personal appearance which establishes a professional example for students
- 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 and classroom environments
- Moderate noise level

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- 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 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance
- 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, copy machine, telephone and other office equipment with dexterity in a safe and efficient manner

### **Operation of Vehicles, Machinery, and Equipment Requirements:**

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

### **Mental and Emotional Requirements:**

- 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 monitor student activities
- Ability to learn the procedures, function and limitations of assigned duties.

### **SPECIAL REQUIREMENTS:**

Applicants must successfully pass the skill test administered by the District and speak, read, and write in English.