

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Instructional Assistant-Classroom	Reports to:	Program Administrator/Supervisor
Job Category:	Instructional Support	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	7
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, assist a certificated teacher in reinforcing instruction to individual and/or small groups of students.

ESSENTIAL FUNCTIONS:

- Assist students, individually or in small groups, with lesson assignments such as reading stories, science, computers, motor perception programs, colors and number charts; implement and reinforce learning concepts to assist students in reaching academic goals and objectives.
- Implement instructional programs and lesson plans and assist a certificated teacher in improving students' academic success through a defined course of study.
- Monitor individual and/or groups of students in a variety of settings including classroom, field trips, library.
- Maintain classroom equipment, student files, and records; assist with adapting instructional materials, checking homework and operating audio-visual equipment; assist with ensuring availability of items.
- Assist in maintaining an assigned classroom or learning environment in a safe, and orderly manner.
- Perform a variety of clerical duties to support classroom activities such as preparation of instructional and classroom materials, correcting papers, filing, duplicating materials, answering telephone calls and other related classroom clerical duties.
- Assist students in completing classroom assignments and projects in various academic subjects; assist students by answering questions; provide proper examples, emotional support, and general guidance.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Child guidance principles and practices.
- Safe practices in classroom activities.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Stages of child development and learning styles.
- Age-appropriate activities.

- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual and/or small groups of students as directed by the teacher.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Maintain records and files.
- Operate a variety of job-related equipment including assigned classroom equipment, a computer, and assigned software.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job-related experience.

Required licenses, certificates, continuing education, training and other requirements:

- N/A

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

Environment: Indoor/Outdoor/Classroom work environment.

Physical Demands: 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.

- Occasional lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 34% sitting, 33% walking, and 33% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

Instructional Assistant - Classroom

- State Mandated Trainings
- Valid Adult/Child/Infant CPR/First Aid certificate
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.