

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT/CAMPUS SAFETY MONITOR

BASIC FUNCTION:

Under the direction of an assigned Site Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment; assist in the preparation of instructional materials and implementation of lesson plans; provide routine clerical support. In addition, provide campus security and monitor student behavior at an assigned school site; assure student compliance with school and organizational rules and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs; assist with the preparation and implementation of lesson plans and with the student benchmarks assessments.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintain student attendance, records, notes and files as assigned.

Assist students with reading intervention program activities; assist and motivate students to improve their reading and writing measures; read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; reinforce reading instruction including phonics, vocabulary and comprehension with ELD groups, Independent Reading groups or one-on-one with students; assist students with spelling and writing exercises and assignments.

Assist students in completing classroom assignments, homework and projects; assist students in the operation of a variety of instructional technology; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Assist students with test preparation skills; administer and proctor various tests including ELPAC as directed; inventory test booklets, schedule testing, prepare mandated reports and documentation as required; grade student tests and assignments; record grades; assist the teacher with monitoring progress of student assessments.

Operate a variety of classroom and office equipment including a computer, copier, overhead projector and laminator as assigned.

Provide classroom support to the teacher by setting up computers, audio-visual equipment, work areas/centers and displays, and distributing and collecting paper, supplies and materials; assist with arrangement and storage of classroom materials, furniture and accessories for appropriate learning environment.

Accompany students on field trips and outside the classroom; escort students to and from designated locations as assigned; assist with yard duty as assigned, retrieve students as requested by administrators.

Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Patrol and supervise assigned areas of campus, ensuring students are safe, orderly and within supervised areas; assure non-students on campus are authorized visitors.

Assist in keeping assigned campus areas in an orderly and clean condition, regulate noise levels during lunch time as needed.

Monitor and direct student activities in lunch area, play areas, hallways, restrooms and in areas adjacent to school buildings; monitor students during morning drop off and escort students to designated areas, class and recess.

Monitor student behavior and enforce school and organizational rules, regulations and procedures; investigate and report unusual, suspicious or criminal activities; prevent or break up student conflicts and fights as needed.

Inspect, review and monitor campus to deter and prevent inappropriate behaviors and eliminate potential safety hazards; monitor students to assure proper use of playground equipment.

Maintain appropriate student behavior according to established policies and procedures; enforce established school regulations.

Advise students regarding violation of rules and regulations; report inappropriate student behavior and assist in the preparation of necessary incident reports as assigned.

Assist with shuttling staff and students to the office upon request, including students who are ill or injured; check on students who are not in class during designated periods and follow up on reason for being out of class; direct tardy students to go to appropriate school office.

Communicate with personnel to exchange information and resolve issues or concerns related to student safety, activities, and behavior; provide information to and assist police in matters of illegal student activity and behavior; prepare incident reports as assigned; serve as a witness in conferences, disciplinary hearings and legal hearings as necessary.

Assist with event set ups as assigned; provide security for events and extra-curricular activities as assigned.

Operate a golf cart to conduct work; maintain golf cart in a clean and safe condition; operate office equipment as assigned; operate a cell phone as assigned.

Operate equipment related to assigned duties with may include a microphone, whistle and a two-way radio; operate standard office equipment as assigned by the position.

Provide routine first aid/CPR to injured students according to established procedures as needed; notify parents of ill or injured students.

Attend meetings and in-services as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**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.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic guided reading and intervention practices.

Classroom procedures and appropriate student conduct.

Basic methods of individual and group supervision.

Basic interests, attitudes and emotional development of children and adolescents.

Operation of standard office and classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Basic first aid/CPR techniques.

Health and safety regulations.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Perform a variety of clerical duties in support of classroom activities.

Learn guidelines and materials related to the reading program as assigned by the position.

Assist in the preparation of instructional materials and implementation of lesson plans.

Read books to students and assist with reading and writing activities as assigned.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Patrol and supervise campus activities to assure the well-being and safety of students and staff in non-classroom activities.

Assure student compliance with school and organizational policies and regulations.

Investigate occurrences of property damage and suspicious or criminal activity.

Learn, apply and explain organizational policies, rules and regulations related to parking and security of buildings and grounds.

Prevent or break up student conflicts and fights.

Prepare incident reports.

Determine appropriate action within clearly defined guidelines.

Operate standard office and classroom equipment.

Observe health and safety regulations.

Maintain records and files.

Administer first aid/CPR as required.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one-year experience working with school age children in organization setting or learning environment. Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications upon hire for positions at a school site that is supported by Title I funds include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certification within six months of employment.

Valid California Class C driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Classroom environment.

Constant interruptions.

Outdoor environment.

Seasonal heat and cold or adverse weather conditions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities. Hearing and speaking to exchange information.
Lifting and carrying heavy objects.
Reaching overhead and above shoulders.

HAZARDS:

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.
Contact with dissatisfied or abusive individuals.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: October 24, 2023