



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT

JOB SUMMARY:

Under daily direction of a classroom teacher or Preschool Educator and general supervision of the school principal, site administrator or designee, performs paraprofessional instructional activities, clerical and supportive tasks to assist and free certificated/permitted instructional staff in delivering the educational process.

CLASS CHARACTERISTICS:

This class differs from others in the Instructional series in that incumbents are assigned to academic classrooms to assist teachers working with the general student population. Other classifications in the Instructional series work with student populations having specifically identified needs or in programs directed at other than academic achievement, such as Physical Education.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*)

Assist certificated/permitted staff with the presentation of learning materials; *E*

Tutor students individually and in small groups; *E*

Monitor and assist students in a variety of activities such as drill, practice, study habits and research in a variety of subject areas utilizing a variety of instructional materials according to instruction/guidance of certificated staff; *E*

Oversee and supervise students during classroom activities, learning center, library, recess and field trip activities, and during fire and earthquake emergencies and preparedness drills; *E*

As directed, research and prepare instructional, motivational and decorative materials such as vocabulary lists, worksheets, games, flash cards, awards and displays, as well as letters, notices and other communications; *E*

Assist the classroom Teacher/Preschool Educator in maintaining a disciplined, neat, orderly and attractive learning environment; *E*

Consult with certificated/permitted staff regarding student progress and behavior; *E*

Read and converse with students explaining words and meanings;

As directed, administer, score tests, and record grades;

Correct and score classroom and homework assignments;

Order and distributes audio visual and other equipment and supplies;

Operate a variety of office equipment;

Attend school and in-service meetings; answer telephone, take and transmit messages;

Maintain a variety of records as assigned;

May accompany and assist certificated staff in supervising field trips;

May take roll;

May collect and record receipt/disbursement of student monies;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the school Principal, site administrator or designee. Daily direction is provided by a certificated classroom teacher or Preschool Educator.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, practices and terminology used in instructional situations;
- General needs and behaviors of children;
- Classroom procedures and appropriate student contact;
- Modern office equipment and procedures including the operation of personal computers and word processing software;
- Basic mathematics and science, English usage including reading, grammar, spelling and punctuation;
- Simple record keeping.

Ability to:

- Work successfully with a variety of students;
- Work and communicate effectively with other adults in the school setting;
- Clearly communicate in English and effectively model correct English usage;
- Apply skills, knowledge and abilities in classroom and general school environment;
- Operate a variety of modern office equipment, including personal computer and word processing software;
- Learn and apply District and school policies and procedures;
- Determine what are and retain privileged communications;
- Change priorities rapidly based on teacher requirements;
- Establish and maintain accurate records;
- Perform routine clerical work and basic arithmetical calculations;
- Use copy machines, computers, and other equipment to prepare learning materials and resources;
- Understand and carry out oral and written instructions;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration, and staff;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination is required;
- Some post-secondary education in child development or early childhood education is desirable.

Experience:

- Some paid or unpaid experience involving the supervision of children in an organized setting is highly desirable.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently stands, walks, sits; stoops and bends; occasionally safely lifts, carries, and/or pushes up to 40 lbs; frequently uses arms, hands and fingers on both hands, communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; works primarily inside, occasionally outside; has constant direct contact with students and other district staff and is frequently exposed to minor contagious illnesses; occasionally works without direct guidance from the classroom teacher and/or immediate supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 8/03

Reviewed with no revisions 11/9/06

Revisions effective: 9/12/13

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