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## **Universal Instructional Assistant**

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### **JOB SUMMARY:**

Under daily direction of certificated/permitted staff and general supervision of the site administrator or designee, performs paraprofessional instructional and recreational activities, clerical and supportive tasks to assist in the care, supervision and education of students from preschool through 8<sup>th</sup> grade.

### **CLASS CHARACTERISTICS:**

This classification is distinguished from others in the Instructional series in that incumbents are assigned to assist certificated/permitted staff 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**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

#### **Essential Duties:**

- Assist certificated/permitted staff with the preparation and presentation of educational and recreational materials and activities;
- Tutor students individually and in small groups;
- 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/permitted staff;
- Provide for supervision and safety of students during classroom and outdoor activities, learning center, library, recess and field trip activities, and during fire and earthquake emergencies and preparedness drills;
- As directed, research and prepare instructional, motivational and decorative materials as well as letters, notices and other communications;
- Assist the certificated/permitted staff in maintaining a positive, disciplined, clean, safe, sanitary, orderly and attractive learning environment;
- Consult with certificated/permitted staff regarding student progress and behavior;
- Assist children in personal hygiene needs, including washing face and hands and use of toilet facilities;
- Administer basic first aid or CPR as needed.

#### **Other Related Duties:**

- Prepare and maintain a variety of records, notes, files and reports related to assigned students, activities and programs:

- Perform routine office and clerical duties;
- Attend staff meetings and participate in meetings and in-service training programs as assigned.

### **SUPERVISION:**

General supervision is received from the site administrator or designee. Daily direction is provided by certificated/permitted staff.

Supervision is not exercised over other employees.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Methods, practices and terminology used in instructional situations;
- General needs and age appropriate behaviors of children;
- Student behavior management strategies and techniques;
- Safe practices for classroom and outdoor activities;
- Modern office methods, procedures, terms and equipment including a working knowledge of the use of personal computers, word processing, email and internet computer applications;
- English usage including reading, grammar, spelling and punctuation;
- Basic record keeping;
- Written and oral communication principles and practices.

#### **Ability to:**

- Utilize a variety of instructional and recreational materials and activities to enhance a positive educational environment;
- Coordinate and participate in activities with individual children or groups;
- Communicate effectively with children and adults demonstrating respect, poise, patience, sensitivity and understanding;
- Read, write and communicate effectively;
- Operate a variety of modern office equipment, including personal computer and word processing software;
- Learn and apply District and school philosophies, policies, procedures and guidelines;
- Exercise flexibility, patience and sensitivity;
- Maintain confidentiality in all communications, including with parents, staff and students;
- Perform routine clerical work, establish and maintain accurate records;
- Maintain reliable, punctual and regular attendance;
- Work independently;
- 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 in a manner that reflects positively on the District.

## **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:**

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

### **Licenses and Certificates Required:**

- Within two (2) months of employment, all Universal Instructional Assistants are required to possess and maintain valid, current First Aid and Adult/Child CPR Certificates.

All of the above licenses certificates must be maintained as a condition of continued employment.

## **PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands:**

Frequently stands, walks, sits; stoops, bends and reaches over head; safely lifts, carries, and/or pushes up to 30 pounds; frequently uses arms, hands and fingers on both hands; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see and observe children's activities and behavior both indoor and outdoor and small details in a classroom environment; speech and vocal capacity sufficient to be heard by children in a noisy environment; hearing sufficient to be able to tell when a child is having difficulty or being disruptive; employment contingent upon passing a physical and back evaluation test.

### **Work Environment:**

The working environment is both indoors and outdoors exposed to sunlight, wind and weather elements found in a Southern California beach community; has constant direct contact with students and other district staff; is frequently exposed to minor, and on occasion, to severe contagious illnesses; frequently exposed to noise generated by children involved in activities; occasionally works without direct guidance from the certificated/permitted staff and/or immediate supervisor.

## **SALARY RANGE**

Range 22

Classified Bargaining Unit

New Classification Approved by Personnel Commission 4-13-22