

INSTRUCTIONAL ASSISTANT/OPPORTUNITY CLASSROOM**DEFINITION**

The Opportunity Instructional Aide assists the teacher in achieving educational and behavioral goals by working with students in grades 4-6 on an individual basis, or in small groups.

QUALIFICATIONS

- High school diploma or equivalent.
- A.A. degree, 48 units beyond the high school diploma, or passage of district or county test in reading, math, and writing per the federal No Child Left Behind Act.
- TB test clearance.
- Department of Justice background check

Experience:

- Experience in supervising and working with behaviorally challenged students in a stressful and at times, independent atmosphere with student behavior not common to a regular education classroom.
- Experience in a school setting is desirable but not required.

ESSENTIAL FUNCTIONS:

- Assists individuals or small groups of individuals independently with assignments under the supervision of the teacher.
- Assists teachers with the preparation and reinforcement of the presentation of learning materials and in the performance of other instructional and social behavioral activities.
- Monitors and assists students in drill, study, and research activities after lessons and instructions have been provided by the teacher, or as designed by the teacher.
- Prepares special teaching demonstrations using a variety of aides and techniques to reinforce skill or learning.
- Assists students in the classroom in academic, social and behavioral areas, including small group and individual instruction under the supervision of the classroom teacher.
- Assist in maintaining a neat, orderly and safe learning environment.
- Monitor student behavior during class, with the ability to support teacher and students resiliently in a high stress situation.
- Assist in the supervision of students at lunch, recess and during non-instructional times, with the flexibility and consistency that is maintained during classroom time.
- Assists in monitoring a variety of tests; corrects tests and work sheets.
- Supervises student activities as directed by teacher.
- Organizes work areas and assembles learning materials, study aids, art supplies, or assignment folders; assists in keeping study areas orderly.
- Performs other related duties as assigned.

KNOWLEDGE OF:

- Correct English usage, spelling, grammar, and punctuation;
- Games, arts and crafts, and other activities suitable for students;
- Basic math operations;
- First aid practices.

Instructional Assistant/Opportunity Classroom (continued)PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

Correctly demonstrate sufficient strength, mobility, and range of motion to arm lift 50 pounds and floor lift 50 pounds in an employee entrance evaluation.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employee in this position will be required to work indoors in a standard office environment and come in direct contact with district staff, students and the public.