

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Intervention Instructional Assistant**

**BASIC FUNCTION:**

Under the general supervision of the assigned site administrator and the general direction of an assigned teacher; assist individual or small groups of identified students in the area of English language arts, math, and/or English Language Development (ELD); prepare a variety of instructional materials.

**ESSENTIAL DUTIES:**

- Tutor individual or small groups of students, reinforcing instruction as directed by the designated program; provide and utilize intensive methods of reinforcement of the lesson plans in accordance with specialized program guidelines; monitor and oversee student drills, practices, and assignments
- Assists instructional personnel with the presentation of learning materials and follow-up activities, individually or in small groups of students
- Prepares and assists in the setup and preparation of learning activities for use with students
- Set up work areas and displays, operate computers and audio-visual equipment, and prepare and duplicate instructional materials; confer with teachers concerning programs and materials to meet student needs
- May administer and score tests to determine student's current levels
- May use a second language and provide cultural experiences to assist students with bilingual/bicultural needs
- Continues with the instructional program in the absence of the teacher
- Performs a variety of behavior management and behavior shaping functions
- Reports progress regarding student performance and behavior
- Prepare and maintain program-related records including testing, evaluation, or instructional materials as required; maintain the confidentiality of student records and information to established guidelines
- Uses positive reinforcement strategies and other techniques to assist students in the development of appropriate behavior and an appreciation of human diversity
- Assists in maintaining an orderly and positive learning environment
- Develop and update schedule and instructional plans for support staff and substitute use

**OTHER REPRESENTATIVE DUTIES:**

- May perform routine clerical tasks such as computer operation, filing, and photocopying
- Stores and maintains an appropriate inventory of instructional materials, supplies, and equipment
- Participates in staff development activities and professional learning communities as appropriate
- May supervise students and support activities in the school play area to ensure safe physical activities and games, as directed by the supervisor
- May serve as an interpreter/translator to facilitate communication with monolingual, non-English speaking members of the school community and/or translate school-wide and district-wide materials
- Perform related duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Knowledge of or ability to learn instructional strategies in a variety of intervention programs that are currently in use within the school for varying grade levels
- Record student attendance and maintain daily performance in the program by tracking methods that are used for each program, i.e. student data system, Excel, and a variety of computer data programs
- Basic concepts of child growth, development, and developmental-behavioral characteristics
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Ability to implement behavior management techniques with or without the presence of the teacher
- Appropriate English usage, punctuation, spelling and grammar, and second language usage as appropriate to the assignment
- Basic mathematical concepts
- Health and safety regulations

**Ability to:**

- Utilize a variety of learning activities and procedures
- Provide feedback as to how the students are performing daily assigned tasks
- Be flexible in making quick changes in a daily lesson for individual or total group
- Perform routine clerical tasks and operate a variety of educational and office-related machines and equipment
- Establish and maintain cooperative working relationships with students and adults
- Interpret, understand, and follow specific student educational plans and courses of study as necessary per the assignment
- Communicate satisfactorily in oral and written form in English and a second language as required by the assignment, and serve as an appropriate language model
- Pass a district proficiency test in reading, math, and composition or have passed CBEST

**MINIMUM QUALIFICATIONS**

**Experience:**

- Two years of increasing responsible experience working with multi-age children with a variety of intervention strategies

**Education:**

- Equivalent to the completion of the twelfth grade, with coursework or training in child growth and development, instructional strategies, and/or bilingual/bicultural instructional processes.

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Personal appearance which establishes a professional example for students
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy

- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

## **WORKING CONDITIONS**

### **Environment:**

- School and classroom environments
- Moderate noise level
- Outdoor weather conditions

### **Physical Requirements:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist
- Ability to frequently lift, push, pull, and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance
- Ability to see for the purposes of reading instructional materials, documents, and other printed matter, for observing students, and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to operate technology, computer, copy machine, telephone, and other office equipment with dexterity in a safe and efficient manner

### **Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

### **Mental and Emotional Requirements:**

- Ability to work independently with little direction.
- Ability to understand and follow oral and written directions
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, and deadlines, and to prioritize assignments.
- Ability to monitor student activities
- Ability to learn the procedures, functions, and limitations of assigned duties.

### **SPECIAL REQUIREMENTS:**

Applicants must successfully pass the skill test administered by the District and speak, read, and write in English.