

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

Instructional Assistant

**POSITION
DESCRIPTION:**

Under the direction of the assigned supervisor, the role of the instructional assistant is to assist the classroom teacher with instruction and the care of students. The expectations and behaviors of the teacher and the instructional assistant must be consistent for the instructional support of students. Performs a variety of clerical and instructional duties, while supporting a safe and orderly environment for students and staff. While each instructional assistant's classroom assignment may vary due to the needs of the school site, they will be available to any child in need of help and may be asked by the principal to work in a different classroom to provide assistance.

**ESSENTIAL JOB
FUNCTIONS:**

1. Assists in preparing/presenting a variety of instructional materials.
2. Tutors assigned students on an individual or group basis in basic academic, testing, language, computer, and or specialized subject areas relative to their level of achievement.
3. Assists in maintaining positive and professional relationships with students and parents in a kind and courteous manner.
4. Assists in the supervision of students to maintain an effective classroom and a safe school environment, always sharing in the responsibility of the safety and physical well-being of the children.
5. Provides teacher with information/input regarding students' progress through observations and daily contacts; assists in maintaining accurate student progress records and the confidentiality of those records as assigned.
6. Assists in a variety of clerical support functions as designed.
7. Assists in organizing learning materials, equipment, classroom and set up materials for daily activities.
8. Accompanies teachers and students on field trips and other student-related, extra-curricular activities.

9. Adheres to policies and regulations related to confidentiality and directs all related questions from parents to the teacher and/or principal.
10. Communicates and works cooperatively with sites and co-workers.
11. Reports all safety, sanitary, and fire hazards.
12. Reports all major accidents/incidents promptly.
13. Attends trainings and meetings as directed; and complete compliance-related trainings.
14. Performs other related duties as directed as it pertains to this position.

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Possession of a valid California Driver's License

Knowledge of:

- Safe practices in classroom and campus activities
- Routine office procedures, methods, and equipment
- Applicable office-based computer programs
- English usage, vocabulary, spelling, grammar, and punctuation
- Principles of basic record keeping
- Principles of basic mathematics
- Proper lifting techniques

Ability to:

- Maintain confidentiality
- Work cooperatively and courteously with others
- Set a positive example
- Work using independent judgment
- Operate office equipment
- Perform routine clerical duties
- Multi-task
- Prioritize tasks and meet deadlines
- Understand and carry out oral and written directions
- Adapt to, accept, and interact in varying situations
- Communicate effectively, both orally and in writing

EXPERIENCE:

Required:

- None

Desired:

- Working with children in learning situations, training or education in child development and/or learning theories

EDUCATION:

Required:

- High School Diploma or equivalent
- To be in compliance with federal and state laws, applicant must meet one of the below requirements:
 - (A) Complete a minimum of 48 college credits; **OR**
 - (B) Obtain an Associate's (or higher) degree; **OR**
 - (C) Successfully pass a District-developed test assessing your knowledge of, and ability to assist in instructing reading readiness, writing readiness and mathematics readiness.

**WORKING
CONDITIONS:**

Environment:

- Work closely with a number of children who may have moderate behaviors
- Extensive public contact
- Busy and fast-paced school setting

Physical Demands:

- Hearing and speaking to exchange information
- Sitting at a work area for extended periods of time
- Bending at the waist, kneeling or crouching
- Moderate to intense physical activity
- Standing or sitting for long periods of time

Hazards:

- Exposure to bio-hazards
- Exposure to communicable and contagious illnesses