

CARDIFF SCHOOL DISTRICT INSTRUCTIONAL ASSISTANT I

DEFINITION:

Under the direction of a certificated teacher, assist in providing instructional/tutorial assistance to individual or small groups of students in a classroom, pull-out program or other learning environment; perform a variety of clerical duties in support of classroom activities.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification may be found in a variety of instructional settings, including a classroom, pull-out program or other learning environment. This classification differs from that of Instructional Assistant II in that incumbents at the higher level work with greater independence as well as assist the certificated staff in program planning and development. Additionally, incumbents in the higher-level classification may have lead responsibility.

TYPICAL DUTIES:

- Tutors individual or small groups of students, reinforcing instruction as directed by the teacher; monitors students during tests, drills, practice, and study activities; assists students with reading, writing, math, and other subject areas as assigned by the teacher.
- Provides support to the teacher by preparing for daily activities, setting up work areas, displays and exhibits; distributes and collects papers, supplies, and materials; assists with gathering materials for projects and preparing handouts, folders, and classroom worksheets.
- Performs a variety of clerical duties such as preparing, typing, and duplicating instructional materials, scoring papers, and recording grades; prepares and maintains student and class records as directed.
- Directs group activities of students as assigned; assists staff in supervision at assemblies, on field trips, and in lunch and play areas.
- Assures the health and safety of students by following health and safety practices and procedures.
- Operates instructional and audio-visual equipment; operates a computer and other office equipment as assigned;
- Participates in staff meetings and in-service trainings as assigned.
- Provides work direction and guidance to volunteers as needed.
- Performs other duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Basic instructional/tutorial methods and techniques
- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Classroom procedures and appropriate student conduct
- Safe practices in classroom and playground activities

- Record-keeping techniques
- Operation of instructional and office equipment, including computers and software
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy
- Board and school policies with regard to standards of student conduct on a public school campus

Ability to:

- Assist a certificated teacher in providing instruction to individual or small groups of students in a classroom or other learning environment
- Assist students in improving their skills in reading, writing, vocabulary, math, and other subject areas; tutor students in assigned subject areas
- Monitor and report student progress regarding performance and behavior
- Print and write legibly
- Add, subtract, multiply, and divide quickly and accurately
- Understand and follow oral and written instructions
- Communicate effectively orally and in writing
- Learn the procedures, functions, and limitations of assigned duties
- Monitor and discipline student behavior according to approved policies and procedures
- Work well with students, school staff, parents, and others
- Operate instructional and office equipment, including computers and associated software

EDUCATION/EXPERIENCE:

Any combination of education, training, and/or experience that demonstrates the ability to perform the required duties. A typical qualifying background would include:

- passage of a District examination for this classification

OR

- 48 college/university semester units or equivalent quarter units

AND

- experience working with children and/or students, including experience in an organized setting.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to see to perform assigned duties; hear and speak to exchange information; stand or sit for extended periods of time; possess dexterity of hand and fingers to operate assigned equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally to perform assigned duties; lift light objects.

WORK ENVIRONMENT:

Classroom or other learning environment.