

CARDIFF SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT II, LEARNING LAB

DEFINITION:

Under the direction of a certificated teacher, assist in providing instructional assistance to individual or small groups of students in specialized reading and math programs; provide technical leadership, training, and assistance to program staff; perform a variety of clerical duties in support of program activities.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification may be found in a specialized reading and math program. This classification differs from that of Instructional Assistant I in that incumbents at the lower level work under the direct supervision of a certificated teacher and are not assigned program planning or lead responsibility.

TYPICAL DUTIES:

- Instruct individual or small groups in a specialized reading and math program; monitors and assists students during drills, practice, and study activities;
- Assists in the operation of the reading and math programs by providing technical leadership, training and assistance to other program staff in the absence of the specialist;
- Provides support to the specialist by preparing for daily activities, scheduling, 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 worksheets;
- Performs a variety of clerical duties such as preparing, typing, and duplicating instructional materials; prepares correspondence and maintains program records as directed;
- Observe and control behavior of students according to approved procedures; reports progress regarding student performance and behavior;
- Assures health and safety of students by following health and safety practices and procedures; assists in maintaining a clean and orderly classroom environment;
- Conduct assessment activities as assigned; inputs data
- 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.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Basic instructional methods and techniques.
- Basic subjects taught in District schools, including reading, arithmetic, grammar, spelling, and language.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Classroom procedures and appropriate student conduct.
- Safe practices in the classroom.
- Basic computer operation; data input, generation, and interpretation of curricular reports.
- Record-keeping techniques.
- Operation of instructional and office equipment, including computers and software.

- Proficient 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 an assigned program.
- 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 maintain acceptable student behavior and discipline according to approved policies and procedures; report student progress regarding performance and behavior.
- Work well with students, school staff, parents, and others.
- Operate instructional and office equipment, including computers and associated software.
- Be efficient and organized.
- Be punctual.

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.