

CLASSIFIED JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT

JOB SUMMARY:

Under immediate supervision, performs duties of average difficulty assisting in the operation of a class, or similar learning situations. May perform a variety of clerical or supportive duties of average complexity; may provide services to students in a language other than English; performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Assists teachers with the presentation of learning materials.
- Tutors individuals or small groups of children.
- Cares for children's needs.
- Supervises students during classroom activities and field trips.
- Reads to students.
- Explains words and meanings.
- Provides emotional support.
- Scores papers.
- Records grades.
- Keeps records.
- Collects papers and supplies.
- May supervise lunch area.
- Prepares class materials.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to establish and maintain effective working relationships with adults and children; perform a variety of above-average, complex tasks; understand and carry out oral and written instructions; prepare reports as required; use good grammar.
- Knowledge of correct language usage, spelling, grammar, and punctuation. California State law requires that all personnel working in an instructional setting must demonstrate high school proficiency in the areas of reading, writing, and mathematics. Applicants must pass a proficiency examination before they can be considered for a position as an Instructional Assistant.
- High school diploma or GED required. Preferably supplemented by two years college course work in child care specialization or equivalent.

Classified Salary Schedule: Range 15
BOARD APPROVED: 08/19/97
REVISION: 06/12/13
07/01/15
07/05/16
12/15/21
01/01/22
07/17/23
08/09/2023