



Excellence for all.

Job Title: Instructional Assistant – General

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individual or small groups of students in a classroom, makerspace, physical education program or other learning environment; assist students in improving their reading, writing, vocabulary, math, science, computer skills, motor skills and other subject areas; assist students with physical education skills and gross motor development activities; monitor and report student progress regarding behavior and performance; tutor students in assigned subject areas.

Distinguishing Characteristics:

The Instructional Assistant family of job descriptions clarify how each job within this classification fits within the organization and to assist in identifying key differences between classifications which may appear otherwise similar. These differences can be attributed to the level of student need and dependence upon the adult and/or the level of training and skill required to meet the need of the student population.

Instructional Assistant – General provides support as described in the “Basic Function” for the traditional general education classroom environment at the elementary or middle school level.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and supervise student drills, assignments, and activities; assist students with reading, writing, math, science, computer skills, motor skills and other subject areas as assigned by the position.
- Administer, monitor, and score a variety of tests.
- Prepare instructional materials in accordance with grade level, lesson plans and appropriate reading collection; work with students in handwriting, phonics, letter recognition, hands-on projects, and other activities; rephrase materials and explain instructions as needed; provide proper examples and general guidance.
- Observe and control behavior of students according to approved procedures, report progress regarding student performance and behavior.
- Set up and take down physical education equipment; communicate with appropriate personnel regarding equipment problems or damage.
- Perform a variety of clerical duties such as preparing, typing, and duplicating instructional materials, scoring papers, and recording grades; prepare and maintain student records and cum files, as necessary.
- Provide support to the teacher by preparing for daily activities, setting up work areas, displays and exhibits, and distributing and collecting paper, supplies and materials; gather materials for projects and assist in preparing handouts, folders, and classroom worksheets; ensure sufficient inventory of materials for upcoming projects.
- Assure the health and safety of students by following health and safety practices and procedures.
- Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; accompany students on field trips as assigned.
- Monitor adult and student volunteers in programs including SOAR and others; recruit volunteers and train and advise volunteers as needed; record student/volunteer attendance.
- Operate a computer, iPad, audio-visual tools and other office and classroom tools, equipment and software as assigned.

- Participate in staff meetings and in-service training programs as assigned.
- Provide work direction to volunteers as assigned.
- Participate in staff development and in-service training programs as assigned.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Child guidance principles and practices.
- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Basic record-keeping techniques.
- Classroom procedures and appropriate student conduct.
- Operation of computer, iPad, audio-visual tools, and other office and classroom tools, equipment, and software.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Assist with instruction and related activities in a classroom, makerspace, physical education program or assigned learning environment.
- Reinforce instruction to individual or small groups of students in an assigned subject area as directed by the teacher.
- Print and write legibly.
- Work with students in handwriting, phonics, letter recognition, and other activities.
- Add, subtract, multiply, and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn and utilize educational software, programs, and applications.
- Learn the procedures, functions, and limitations of assigned duties.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Monitor and discipline students according to approved policies and procedures.
- Operate computer, iPad, audio-visual tools, and other office and classroom tools, equipment, and software.
- Assist in administering basic first aid.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above and successful completion of the Merit examination process is required. Experience working with children in an organized or childcare setting is highly desirable.

ESSA Requirement:

In accordance with Every Student Succeeds Act of 2015 (ESSA), paraprofessionals are required to have a high school diploma or its equivalent and demonstrate proficiency in reading, writing, math, and classroom instruction. Employees are required to meet the requirements either by holding an AA degree or higher, having 48 units from an institution of higher education, or by demonstrating, through local assessment, the knowledge of and ability to assist in the instruction of reading, writing and mathematics.

Working Conditions:

Environment: Classroom or other learning environment.

Physical Demands: Hearing and speaking to exchange information. Seeing to monitor students and read a variety of materials. Bending at the waist, kneeling, or crouching to assist students. Dexterity of hands and fingers to operate a computer keyboard. Sitting or standing for extended periods of time. Running and jumping to demonstrate physical education activities.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 113

Revised: 9/27/2017 to include makerspace duties and Standard Education/Exp language
Personnel Commission Classification/Compensation Study Approved: July 12, 2023