NATOMAS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION:	Instructional Assistant I	**FLSA:**	Non-exempt
DEPARTMENT/SITE:	Office of the Chief Academic Officer	**SALARY GRADE:**	2
REPORTS TO:	Principal or Designee		

OVERALL OBJECTIVE AND SUMMARY

Under the direction of a Principal or Designee, provides a variety of instructional and/or clerical support to teachers. Works in classroom settings to support teachers by providing instructional support to individual or small groups of students. Assists teachers and staff in development and use of materials to enhance student learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist teachers in implementing lesson plans by providing positive learning experiences, including large or small group instruction and one-on-one support. May assist with classroom management, computer instruction, and other instructional support.
- Assist in the preparation and organization of instructional materials; follow prescribed learning activities according to teacher direction.
- May administer and score formal and informal assessments. Assists in keeping appropriate records for teachers, which may include computerized data systems.
- Confer, as needed, with teachers, and other school personnel concerning student achievement, instructional programs and materials.
- Perform clerical support duties, including but not limited to, preparing and maintaining a variety of files and records for assigned program and students.
- Operate a variety of office equipment, including a computer, copiers, audiovisual equipment, etc.
- Oversee individual or groups of students in activities, both inside and outside the classroom.
- Assist in maintaining a safe and orderly classroom.
- Participate in appropriate meetings with teachers and other designated staff to discuss issues or concerns.
- Assist students that require occasional toileting.
- Performs related duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Basic subjects taught in District Schools.
- Record keeping, clerical and computer skills.
- School and classroom rules, policies, procedures, and student behavior management techniques to ensure a safe and orderly environment.

Ability to:

- Assist teaching staff with implementation of instructional goals and activities.

- Interact with teachers, parents and specialists in order to carry out assigned duties as directed by supervisor.
- Assist in providing support to individuals and small or whole groups of students, both inside and outside of the classroom.
- Print and write legibly.
- Understand and follow both oral and written directions.
- Effectively communicate with teachers and students in both formal and informal settings.
- Establish and maintain cooperative and effective working relationships with others.
- Work with discretion and maintain confidentiality.
- Manage student behavior according to approved policies, practices and procedures.
- Operate instructional and office equipment, including computers, copiers, and audiovisual equipment.
- Use tact, patience, and courtesy with students and adults.
- Pass a qualifying Employee Entrance Evaluation.

PHYSICAL ABILITIES

This position requires:

- Sufficient arm, hand, and finger dexterity to operate a computer and other office equipment.
- Visual acuity to read words and numbers.
- Lifting of light to moderate objects.
- Sufficient ambulatory ability to stand for sustained periods of time and move to different locations.
- Ability to take precautions against exposure to health and safety risks.
- Speaking and hearing to communicate in person or over the phone.

EDUCATION AND EXPERIENCE

The position requires the employee to meet the paraeducator criteria of the Every Student Succeeds Act (ESSA) which is either two years (48 units) of study at an institution of higher education, an associate's degree or higher, or passing a qualifying assessment test. Experience working with students inside and outside of the classroom is desired.

LICENSES AND CERTIFICATES

- Requires successful completion and certification of CPR/First Aid (District will arrange for training).