Position: Lead Instructional Assistant	FLSA: Non-exempt
Department: Assigned School Site	Salary Grade: 10
Reports to: Principal or Designee	

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.

OVERALL OBJECTIVE AND SUMMARY

This position represents a level of the Instructional Assistant job description family. Under the direction of the site principal, the Lead Instructional Assistant may perform all of the essential duties listed in the Instructional Assistant I and Instructional Assistant II/Special Education job descriptions, and provide support to individual or groups of students to implement the curriculum under the direction and supervision of teacher(s) or principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Present/review educational lessons, materials or programs to students in a one-to-one or group setting
- Assists classroom teacher(s) in monitoring and supervising pupils in and out of the classroom, including when the classroom teacher is leading the class from a remote setting while students are physically in the classroom.
- Work directly with an assigned certificated teacher; provide support to the teacher to ensure a team approach to managing the classroom
- Enable the teacher to provide increased personalized learning experiences in the classroom and ensure student's time on task is increased by providing consistent support as directed
- Provide one-on-one instruction and assessment for both individual or small groups of students
- Reinforce instruction as directed by the teacher
- Confer with teachers concerning programs and materials to meet student needs
- Monitor and oversee student drills, practices and assignments
- Provide behavioral support to students according to procedures for classroom instruction, lunch and recess
- Report progress regarding student performance and behavior to teacher on a regular basis
- Provide support to the teacher by setting up work areas and displays, operating computers/audio-visual equipment, and distributing and collecting paper, supplies and materials
- Process forms, applications, documents, records, and other paperwork in support of position functions as needed.
- Perform related duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Basic reading, writing, and math skills in order to assist students
- Basic and specialized techniques for working with students
- Communication skills to interact in both formal and informal settings and with populations having difficulty with verbal and written communications
- Recordkeeping and computer skills
- School rules, policies and procedures
- Interpersonal skills using tact, patience, and courtesy
- Child development principles, practices, and techniques
- Education and teaching methods
- Training and leadership skills

- District and school site organization, operations, and objectives

Ability to:

- Make quick, responsible decisions regarding student welfare and safety, including counseling students regarding conduct and self-discipline
- Operate instructional and office equipment, especially for use in a distance learning environment
- Prepare clear and concise reports
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work.
  Maintain effective audio-visual discrimination and perception needed for:
    - Making observations
    - Communicating with others
    - Reading and writing
    - Operating assigned equipment
- Maintain mental capacity which allows the capability of:
    - Making sound decisions
    - Demonstrating intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following administration of:
    - CPR
    - First aid (does not include administration of medication)
- Maintain strict confidentiality of student records and information according to established guidelines.
- Perform routine first aid as needed.

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 a nominal 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 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. A minimum of four years of experience working with students from a variety of cultures in a structured setting is desired; a Bachelors Degree with six months of experience may substitute.

LICENSES AND CERTIFICATES

- Successful completion and certification of CPR/First Aid
- Crisis Prevention Training, such as Physical Assault Response Training (PART) (District will arrange for training.)

Board Approved: February 10, 2021
Range Updated: July 1, 2025 per CBA