

Job Title:

Bellevue Union School District

PositionTitle:	Instructional Assistant		Department:	
FSLA Classification:	Non-Exempt	Bargaining Unit: CSEA	Classification:	Classified

Salary Grade:	Classified Salary Schedule Range _____	Work Calendar	
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Reports to:		Board Approval Date:	
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General Description

Under supervision, to assist teachers in classroom and resource room operations and routine instructional support; to instruct and reinforce instruction of students individually and in small groups in accordance with instructions; to provide instructional record keeping support; to perform routine clerical duties; and to perform related work as required

Organizational Relationships

Directly Responsible to:	
Supervision Over:	Does not supervise.

CLASS CHARACTERISTICS

Positions in this class provide instructional and clerical support to classroom and resource room teachers in a wide range of programs and grade levels. Incumbents work as a member of the classroom instructional team under the professional direction of a teacher and under the supervision of the school principal. Positions in this class are assigned to regular and special education classes. Whether in regular, special education, or a specially funded program, the incumbent works to support the classroom teacher by reinforcing instructional and behavior management programs and performing clerical support work for the teacher. Positions in this class are differentiated from Instructional Assistant - Bilingual positions in that positions which are designated as bilingual positions require an employee who is certified as bilingual and/or bi-literate in one or more designated languages, in addition to English.

EXAMPLES OF DUTIES*

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Take lunch counts and attendance; record information in CUM file; affix school pictures to CUM files.E
- Read with students individually and in groups and discuss what was read .E
- Reinforce teacher lessons and encourage students; assist students with alphabet, numbers, phonics, manuscript and cursive writing, spelling, arithmetic, cutting and pasting; answer student questions to assist in understanding work; correct class work and assist students to understand and make corrections; reinforce cooperation and sharing skills; administer and score tests; conduct whole group lessons under

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the supervision or review of the teacher.E

- Monitor, assist, and supervise students; implement/maintain program activities and decorum in the temporary absence of the teacher.E
- Make folders, copy materials, laminate materials, make booklets.E
- Provide instructional and emotional support to students with special needs; take dictation from students; take children to mainstream classroom and work with and assist them there; monitor schedules to ensure that student leaves classroom on time for special services; implement goals from the I.E.P. in accordance with teacher plans; walk students to computer learning center; reinforce on-task behavior for special education students; discuss and follow up with teacher on specific learning strategies and behavior problems as they occur with individual students/groups; implement approved behavior plans.E
- Serve lunches, excuse students from tables, and prepare snacks.
- Instruct and model appropriate social behaviors
- Use office machines and classroom equipment.E
- Correct student work, compute and record grades in accordance with instructions provided by teacher.E
- Assign class work and homework in accordance with teacher's plans; collect and score homework; follow-up with individual students to correct homework and reinforce teacher instruction on the subject.E
- Maintain records of ESL students including language survey forms, test results, and classification of students; administer tests to individual students and groups; score test discuss with staff, and recommend initial ESL placement; move ESL student placement in accordance with accomplishments.E
- Provide physical assistance to students; help students to wash hands, change soiled clothing, and tie shoes; participate in gross motor activities with students; accompany students to playground and bus; monitor students during recess, as assigned.E
- Set-up for learning centers and other learning and enrichment projects; make bulletin boards; prepare materials; refill paste, glue and colors; sharpen pencils; obtain and set-up VCR. E
- Participate in disaster preparedness drills. E
- Assist and direct parent volunteers; assist substitute teachers with classroom procedures and schedules, the location of materials and equipment, student identification, and otherwise as requested.
- Supervise students in the classroom, during teacher absences from the classroom, and on field trips, and help teacher maintain appropriate classroom behavior.
- Attend conferences and meetings; Participate in District mandate training and retraining programs.E
- Perform related duties as assigned. E

*Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the American with Disabilities Act, 1990

QUALIFICATIONS:

Knowledge of:

- General elementary curriculum;
- Practical learning patterns and behavior;
- Concepts of child development and of the respective behavior characteristics;
- General needs and behaviors of students at the assigned age level;

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- Correct English usage, spelling, grammar, and punctuation;
- Reading and writing in English and phonics and basic reading principles;
- Operation of standard office equipment;
- Number concepts and general arithmetic;
- Basic record keeping techniques;
- Appropriate safety precautions and procedures;

Ability to:

- Communicate in English with students and motivate them to participate in learning activities;
- Learn to reinforce teaching in special subjects matter areas or to assist students who have special learning needs by watching teachers or specialists;
- Learn and adapt to new procedures and conditions;
- Recognize hazards to safety;
- Learn laws, rules, practices, and procedures related to public education and related to the program to which assigned;
- Perform routine clerical work with accuracy;
- Supervise students in classroom, on field trips, and out-of-doors;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;

DESIRABLE (Desirable skills shall not be considered in lieu of qualifications.)

Bilingual

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is expected working with children in a learning environment.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Bellevue School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Superintendent for further information.

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PHYSICAL DEMANDS

ASSOCIATED TASKS

Vision: (which may be corrected)

Read normal print

Hearing: (which may be corrected)

Hear sounds which warn of potential danger

Hear speech in classroom setting

Speech:

Speak with a level of proficiency and volume to be understood in face-to-face public contact

Speak with a level of proficiency and volume to be understood in a classroom

Speak for prolonged periods

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrists and elbows, extend arms to reach outward and upward, use hands and arms to lift objects

Turn, raise, and lower head, twist and bend at torso

Lower Body Mobility:

Walk on uneven terrain

Walk on even surfaces

Climb stairs

Bend at waist

Stoop

To perform tasks such as to:

read curriculum and grade student work

To perform tasks such as to:

supervise students and respond to emergencies

respond to student questions; listen to reading groups

To perform tasks such as to:

communicate with teachers and students

reinforce instructions and talk to groups of students

instruct and supervise students

To perform tasks such as to:

operate AV equipment, intrust students, and provide physical assistance to students, and write with chalk, pencil, and pen

supervise students and respond to emergencies

To perform tasks such as to :

supervise students on playground (some positions)

supervise students in the classroom setting

follow disaster plan (some positions)

operate office/AV equipment; assist students at their desk;

assist students in classroom; tie shoes

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Sit for prolonged periods of 50 minutes

supervise and grade papers

Strength:

to perform tasks such as to:

To lift, push, pull ,and/or carry objects which weigh as much as 40 pounds on an occasional basis

transport and operate AV equipment

Environmental requirements:

To perform tasks such as to:

Constant work interruptions

instruct and supervise students

Work around dirt/dust

supervise students outdoors

Work independently

instruct groups of students in absence of teacher

Work cooperatively with others

coordinate activities with teachers and staff

Work inside

perform all classroom duties

Mental requirements:

To perform tasks such as to:

Read, write, understand, interpret, and apply moderately complex information

read and understands curriculum

Math skills at a 12th grade level

correct and grade papers

Copying

documents information and maintain students records

Coordinating

set up projects

Judge and process information quickly and make quick decisions

work safely and effectively with students

Learn quickly and follow verbal procedures and standards

Instruct and supervise students

Place information in order of importance

respond to difficult or emergency situations

Listen

understand students questions

Demonstrate

reinforce teacher lessons

Give verbal instructions

instruct and supervise students

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