CLASS TITLE: **INSTRUCTIONAL ASSISTANT**

DEFINITION: Under immediate supervision and evaluation by the site administrator, perform work of routine difficulty in providing general instructional support services in various educational programs; and performs other related duties as required.

EXAMPLES OF DUTIES:

- As directed, assists teachers in general supervision of students
- Administers, scores and records the results of routine tests as directed by teacher
- Assembles, distributes, collects and maintains instructional materials
- Assists students in interpreting assignments and following directions
- Sets up classroom for activities, lectures and discussions
- Explains instructions and assignment guidelines to students
- Support teachers with facilitating of materials, discussion topics and questions for small group discussion
- Addresses and answers student inquiries about course logistics or materials
- May assist an individual student if extra support is needed occasionally
- Reports serious issues or problems to instructor

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to graduation from high school.

Knowledge of:

- Correct English usage, spelling, punctuation and basic arithmetic
- General classroom procedures, practices and equipment
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students

Skill in:

- Following oral and written directions
- Communicating clearly, both orally and in writing
- Establishing and maintaining effective working relationships with others
- Demonstrating patience and compassion
- Maintaining positive and encouraging demeanor
- Supporting the teacher's classroom organizational system
- Demonstrating knowledge of school standards and code of conduct

Ability to:

- Perform the duties of the position with or without accommodation

License:

- A valid California Driver's License may be required.

Certificates and Other Requirements:

Ability to meet proficiency requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen). Certification in First Aid and CPR required every 2 years.

Environment:

School-based settings or other District designated environment working with students in a diversified special education classroom environment.

Physical Abilities:

Sufficient vision to monitor students during activities and to read instructional materials; hearing and speaking to exchange information and provide assistance to students and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist students; dexterity of hands and fingers to assist students and to operate specialized equipment or office equipment; pushing wheelchairs; lifting and/or manipulating objects or persons, and/or use of motion up to 25 lbs. or equivalent with or without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range 356
MT. DIABLO UNIFIED SCHOOL DISTRICT Board Approved: 6/79
Board Revision: 6/22/15