CLASS TITLE*:* **SENIOR INSTRUCTIONAL ASSISTANT**

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

EXAMPLES OF DUTIES:

- Assists teachers in providing instructions or guidance to students receiving specialized educational services
- Report information about a student which may have educational significance to the teacher
- Assist developing a record keeping system which will allow students to track their own progress
- Supports teachers with facilitating of materials, discussion topics and questions for small group instruction
- Work with students who require extra assistance
- Assists students in learning or using equipment of instructional media
- Assists students in learning or using special tests
- Sets up classroom for activities, lecture and discussion
- Explains instructions and assignment guidelines to students
- Maintains and prepares records related to educational programs
- Traveling from location to location may be required

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to graduation from high school; two years of experience; two years of college level coursework in a field related to the particular work assignment.

Knowledge of:

- Appropriate subject matter, programs and special instructional or communications procedures
- Correct English usage, spelling, grammar, punctuation and mathematics
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students

Skill in:

- Applying special instructional or communications procedures
- Following oral and written directions
- Communicating clearly orally and in writing
- Recordkeeping
- Demonstrating patience and compassion
- Supporting the teacher's organizational system

Ability to:

- Establish and maintain an effective working relationship with others
- Perform the duties of the position with or without accommodation

Licenses:

- 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 388
MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 11/80
Board Revision: 6/22/15