

INSTRUCTIONAL ASSISTANT/EXPANDED LEARNING I

JOB SUMMARY

Under general direction using instructional paraprofessional skills, assists students in an Expanded Learning program by working with pupils individually or in groups in enrichment programs designed to expand learning opportunities. These activities may take place in a classroom setting or outdoors.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other Instructional Assistant classifications in that the primary duties involve working with students before and/or after traditional school hours to provide expanded learning opportunities in both grant funded and fee based childcare programs.

EXAMPLES OF DUTIES

- Oversees and assists individual, small and large groups of students in a variety of expanded learning academic, enrichment and recreational activities;
- Provides homework assistance to help students meet state standards in core academic subjects both reinforcing and complementing the schools academic program;
- Leads and participates with students in positive youth development and recreational activities, e.g., visual and performing arts, music, health & nutrition, physical activity and recreation activities;
- Manages student behavior for the purpose of providing a safe and optimal recreational and learning environment;
- Assists with a variety of records, reports and program materials for the purpose of documenting activities and issues, meeting district and program compliance requirements;
- May perform other related duties as assigned for the purpose of ensuring the safe, efficient and effective functioning of the site.

EMPLOYMENT STANDARDS

Education: Equivalent to graduation from high school or GED is required.

Must also show sufficiency in educational requirements by meeting one of the following requirements of the Every Student Succeeds Act of 2015 (ESSA), formerly known as the No Child Left Behind Act of 2001 (NCLB):

- Possession of two years of higher education (i.e., 48 units or more); **Or**
- Possession of an Associates Degree or higher from an institution of higher learning accredited as recognized by the Council for Higher Education Accreditation; **Or**
- Possession of proof that indicates you have passed the California Basic Educational Skills Test (CBEST); **Or**
- Obtain a passing score on the Fullerton School District Instructional Assistant Proficiency Assessment;

Experience: Recent experience in working with children or youth groups.

Knowledge of:

- Basic methods of working with school age children & understanding developmental needs in a variety of settings.
- Correct English usage, grammar, spelling and punctuation.
- Basic technology skills and knowledge i.e. (Apple products, Google suite products, registration platform)

Ability to:

- Work effectively with students from transitional kindergarten (TK) through eighth grade level;
- Maintain effective and harmonious working relationships with students, fellow employees, teachers and administrative staff;
- Follow oral and written instructions;
- Assist individual, small and large groups of children in various instruction and recreation related activities;
- Provide support for regular academic programs, with activities in literature, music, art, math oral language and physical education;
- Keep simple records;
- Read at a level equivalent to standard newspaper items addressed to the general reader;
- Handle the physical efforts necessary to satisfactorily perform in an outdoor physical education/student recreation environment, walking over concrete, blacktop, asphalt, dirt and/or grass surfaces;
- Comply with district mandated trainings and requirements as part of pre-employment and on an annual basis.

Special information:

Job incumbents in this classification must obtain a valid first aid and cardiopulmonary resuscitation (CPR) certificate from the American Red Cross within the first three months of employment and must maintain such certificates as condition of employment.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this general instructional assistant category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment. The employee's primary responsibility is working with students in any of the various classifications such as bilingual, regular and recreational instructional assistants in a classroom and /or instructional environment. Employees in this position may have a higher level of exposure to infection from students. There is also frequent contact with staff and public. The noise level is moderate.

Physical Demands: The physical demands of this position include frequent sitting and standing for extended periods of time. Dependent on class/student assignment the employee may occasionally lift, push, pull and/or move up to 50 pounds. Repetitive bending at the waist as well as kneeling, stooping, crouching to assist students is also required. Employees may reach overhead as well as above the shoulders and horizontally. Dexterity of hands and fingers to demonstrate activities or run instructional equipment is required as is hearing and speaking to exchange information, make presentations, hear in a noisy environment and locate the source of a sound. Seeing to read a variety of materials and monitor student activities is also required.

Physical demands may also increase due to recreational program assignment where the employee will engage in recreational activities with students.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Instructional Assistant Expanded Learning Personnel Action	Personnel Action Date
Adopted by the Personnel Commission	08/19/2019
Adopted by the Personnel Commission	07/28/2025