

CLASS SPECIFICATION

Instructional Assistant

Range 29

GENERAL PURPOSE

Under general supervision, provides instruction to individual or small groups of students in assigned subject-matter areas to reinforce classroom lessons; observes, monitors and records student behavior and performance; assists teachers in maintaining student academic and attendance records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Instructional Assistants are responsible for tutoring and providing instruction to individual and small groups of students to reinforce classroom lessons and improve remedial skill areas. Work assigned to an Instructional Assistant requires knowledge of subject areas applicable to an area of assignment and the ability to provide instruction to others in an effective manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Works with and tutors individual and small groups of children in assigned subject matter areas to reinforce class lessons, improve the level of remedial skill areas and assist students in completing class and home work assignments; monitors students while they are completing drills, practices and assignments; assists with and supervises students working at classroom learning centers.
2. Observes, monitors and records student performance and behavior; assesses a student's learning needs based on their performance in individual or group tutoring sessions; meets with teachers to discuss progress and determine lesson needs; prepares progress reports and schedules parent conferences as needed.
3. May work with students in small groups or on an individual basis in reading and writing to improve students' literacy skills and abilities using structured lesson plans and phonics inventory strategies; may perform guided reading and use instructional materials to aid the learning process; supervises students as they complete assignments.
4. Assists in and administers testing and scoring of examinations and class and home work assignments; distributes and collects assignments and tests; corrects and records grades; posts student assignments; may assist with and proctor CELDT, CAT, Star, SABE, Woodcock-Munoz and SAT 9 testing for student placement purposes; may score and enter data in the student information system for Woodcock-Munoz testing.
5. May coordinate and administer various reading programs, such as Reading for Mastery, Corrective Reading, Read Naturally, EIP, STARS, Accelerated Reading and Success for All; maintains student progress folders; completes pre- and post-assessments and evaluations; prepares and maintains inventory of instructional materials, supplies and equipment.
6. Administers the Target Teach program; prints and scores Target Teach scantrons; monitors student testing on computers; generates and distributes Target Teach results and reports to teachers and administrators; data enters grades and scores; attends regular program meetings.

7. Prepares, organizes and maintains student record files; maintains attendance, daily activity and exercise records; signs students in and out of class.
8. Assists teaching staff in preparing lesson plans and conducting class lessons; may be asked to co-teach the class as needed or provide instruction on specific subject matter areas; may conduct lessons using specialized math equipment; provides instruction to students on use of calculators.
9. With teacher guidance and direction, prepares lessons, instructional materials, packets and homework assignments; reviews, checks and corrects assignments.
10. With teacher guidance and direction, prepares educational materials and equipment for classroom use; operates instructional equipment; sets up and prepares classroom bulletin boards, work areas, displays and exhibits; checks in and out student supplies and materials; maintains inventory of books, audiovisual and other classroom materials.
11. Oversees student activities and assists in observing and controlling student behavior; assists with student discipline and conflict resolution; covers the classroom as needed; supervises students during nutrition breaks and yard time; escorts students as needed; accompanies classes on field trips to assist in supervising students.
12. Performs general clerical duties in support of the classroom; duplicates and files student documents and records; answers the classroom phone and places calls for the teacher; type letters and memos; sends faxes; creates new files and alphabetizes records; laminates materials; runs errands and makes deliveries for the teacher.
13. Coordinates meeting arrangements; provides translation for parents and teachers during conferences, meetings and interviews; provides refreshments.
14. Assists in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning the classroom and class supplies and equipment.

OTHER DUTIES

1. Attends meetings, in-services, seminars and workshops as required.
2. Assists with school book fairs as needed.
3. Performs general clerical duties in support of the program.
4. Plans and implements daily parent workshops in basic English usage and curriculum objectives to facilitate a more productive home study environment; provides and teaches basic English usage to parents; researches and organizes workshop lessons and prepare lesson materials.
5. Enrolls and schedules students in extended learning classes.
6. Assist with delivering books and materials to classroom at the beginning of the school year.
7. Organizes, maintains and runs a school's book nook; maintains cleanliness; maintains inventory.
8. Plans and coordinates a school's fine and performing arts program; prepares and distributes materials for Art Masters program to classrooms; posts and maintains Art Masters schedule; acts as liaison between Art Masters teachers and staff; evaluates and selects promotional fine arts solicitations and distributes accordingly; oversees auditions and directs student performances.

QUALIFICATIONS

Knowledge of:

1. Assigned subject matter areas, including mathematics, grammar, spelling, language, reading, history and science.
2. Methods, practices and techniques of improving student literacy through specialized structured lesson plans, teaching techniques and instructional materials.
3. Methods and practices of child instruction and tutoring.
4. Correct English usage, including spelling, grammar and punctuation.
5. Administrative practices and procedures, including record keeping and filing practices and procedures.

Ability to:

1. Operate a computer and other standard office equipment.
2. Organize, set priorities and exercise sound judgment within areas of responsibility.
3. Organize and maintain confidential student records and files.
4. Communicate clearly and effectively orally and in writing.
5. Understand and follow written and oral instructions.
6. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
7. Establish and maintain effective working relationships with District staff, teachers, parents, students and others encountered in the course of work.

Education, Training and Experience:

The applicant must have one of the following: Associates degree (or higher) from an accredited institution of higher learning, or 48 semester transferable units or successfully completed a District approved test ie; (CODESP, or CBEST); Applicants must also include a verification of High School diploma/G.E.D if Associates degree is not submitted. Possession of the knowledge and abilities listed above.

Licenses; Certificates; Special Requirements:

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

A current Community CPR/First Aid Certificate.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District faculty, staff, parents, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a classroom setting, and the noise level is generally quiet.

Board Approval: Revised 11/21/19