

Dry Creek Joint Elementary School District  
Job Description

**POSITION TITLE: INSTRUCTIONAL ASSISTANT**

|                 |                                     |                  |             |
|-----------------|-------------------------------------|------------------|-------------|
| Classification: | Classified                          | Work Year:       | As assigned |
| Department:     | School Sites                        | Board Approval:  | 03/05/1992  |
| Reports To:     | Principal                           | Format Revision: | 10/30/2009  |
| Salary Range:   | Classified Salary Schedule, Range 6 |                  |             |

**BASIC FUNCTION:**

Under direction of Teacher, assist in the instruction, supervision, and training of individual or groups of students by performing a variety of instructional support activities related to an effective learning environment.

**REPRESENTATIVE DUTIES:**

- Instruct individuals and small groups of students in various learning situations.
- Supervise students to maintain effective environment.
- Implement school-wide discipline policies.
- Organize instructional environment; set up materials for daily activities, and maintain neat and orderly classroom/ instructional areas.
- Prepare materials and/or equipment for use in classroom activities; gather appropriate resource materials.
- Perform a variety of clerical duties as assigned.
- Monitor student progress through observation, daily contact, and maintenance of accurate student records.
- May also administer, check, and record standardized/classroom tests, daily assignments, and homework.
- Perform non-instructional duties such as establishing and maintaining informational and operational records and files, attendance records, lunch counts, and permission slips.
- Assist students with assigned work; listen to students read, answer questions, reinforce concepts, check work for completeness and accuracy.
- Attend in-service training, parent conferences, and after-school meetings as assigned.
- Performs other duties similar to the above in scope and function as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Age appropriate methods of tutoring and motivating students;
- Proper use of English, spelling, and grammar;
- General office procedures, practices, and equipment;
- Classroom procedures and children's instructional and recreational activities, games, arts, and crafts.

**ABILITY TO:**

- Demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on a standardized proficiency test;
- Communicate in both oral and written forms;
- Supervise students in a variety of situations;
- Establish and maintain accurate records and files;
- Maintain the security and confidentiality of specified records and information;
- Follow district policies, school rules and regulations regarding students;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

ENVIRONMENT:

- Normally located in a work environment with light physical qualifications and requirements.

PHYSICAL ABILITIES:

- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.