

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Job Description: Instructional Assistant I**

**Salary Grade: 04**

**Salary Schedule: Non-Operations**

**Department: Varies**

**Reports to/Evaluated by: Site or Department Administrator**

**FLSA: Non-exempt**

### **SUMMARY**

Under the general supervision of a classroom teacher, the Instructional Assistant I performs duties that are routine in nature and follow well-defined policies, procedures, and mandated regulations. The role may require working independently by managing the classroom and students in the teacher's absence and often involves supporting more than one teacher or classroom. This is an entry-level generalist position working with individuals or small groups of the general student population and does not require working with special needs students or special projects. Advancement to higher levels in this career track requires acquiring specialized skills, such as bilingual or vocational education, as well as supervisory and project management abilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists certificated teachers with the presentation of learning materials, instructional exercises, and the conduct of lessons and classroom activities.
- Works with individual or small groups of students to listen to and reinforce instructions in subjects such as reading, spelling, and math.
- Observes and controls student behavior according to approved procedures, exercising appropriate discipline when applicable and reporting on progress and performance.
- Evaluates student progress across a wide variety of skills and assists in maintaining order in the classroom, on school grounds, and during school-wide activities or field trips.
- Monitors classroom activities in the teacher's absence and accompanies students between locations.
- Performs various clerical duties, including preparing and scoring tests, correcting papers, recording grades, taking roll, and maintaining files and records.
- Prepares instructional, testing, and graphic materials, and assists in ordering and distributing textbooks and supplies.
- Assists in maintaining a neat and attractive learning environment by preparing bulletin boards, decorating classrooms, and cleaning up after projects.

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- Sets up and operates audiovisual equipment, computers, and copying machines to aid the instructional program.
- Provides students with emotional support, a friendly attitude, and general guidance while ensuring their health and safety through adherence to rules.
- Assists staff in assessing programs and materials to meet children's needs and performs other related duties as required.

## QUALIFICATIONS

- **Knowledge of:** Basic child guidance principles and practices. Applicants should possess knowledge of basic subjects taught in District schools, including arithmetic, grammar, spelling, language, and reading, at a level sufficient to assist students with studies. Additionally, the role requires a general knowledge of basic clerical and record-keeping processes.
- **Ability to:** Understand and interpret teacher instructions to assist in student instruction and motivate children by understanding their individual needs and differences. The position requires the ability to balance emotional support with discipline to manage behavior problems and perform clerical tasks with minimum supervision. Strong communication skills are necessary to interact with students, teachers, parents, and staff, alongside the physical ability to operate office equipment and communicate clearly.
- **Education and Experience:** Applicants must possess a High School diploma or the equivalent. Furthermore, candidates must meet one of the following criteria: completion of 48 college units with a grade of C or above, or passage of the Paraprofessional Test or CBEST exam. Additional experience working with individuals with disabilities is considered desirable, and a valid Driver's License is required.
- **Working Conditions:** Work is typically performed in a classroom setting or usual office conditions with minimal exposure to safety or health hazards or disagreeable environmental factors.