
Position:	Instructional Assistant I	FLSA:	Non-exempt
Department/Site:	Varies	Salary Grade:	04
Reports to/Evaluated by:	Site or Department Administrator	Salary Schedule:	Non-Operations

SUMMARY

Under the general supervision of a classroom teacher, performs duties which are routine in nature and follow well defined policy, procedure and mandated regulations. May be required to work independently by managing classroom and students in absence of teacher. Often required to support more than one teacher and classroom. Work relationships are with immediate peer group and work environment.

DISTINGUISHING CAREER FEATURES

This is the entry-level generalist Instructional Assistant position working with individual or small groups of general population students. The generalist is not required to work with special needs students or special projects. Advancement to Instructional Assistant II, III or IV requires acquiring knowledge and skills in a specialized area (bi-lingual, hearing impaired vocational ed etc.) as well as supervisory and project management skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists certificated teacher with the presentation of learning materials and instructional exercises.
- Assists teaching staff in conducting lessons and other classroom activities. Prepares for and assists with various classroom projects. Cleans up after classroom projects.
- Works with individual or small groups of students. Listens to and reinforces instructions given by teacher in reading, spelling, math or other subjects.
- Observes and controls behavior of students according to approved procedures. Reports progress regarding students performance and behavior. Evaluates student progress in a wide variety of skills.
- Assists in maintaining order among the children in the classroom and on the school grounds. Supervises students as assigned in the classroom, playground, cafeteria or at various school wide activities such as field trips, art nights etc.
- Monitors classroom activities when the teacher is absent from the room. Accompanies students going from one location to another. Exercises appropriate discipline procedures when applicable.
- Prioritizes tasks and exercises good time management and organizational skills.

- Assists staff with the preparation of instructional and testing materials. Administers and scores tests, corrects papers, assists in preparation of graphic and written teaching materials.
- Performs a variety of clerical duties such as preparing instructional materials, scoring papers, recording grades, taking roll, maintaining records and files and typing classroom materials.
- Assists students by providing proper examples, emotional support, a friendly attitude and general guidance. Assures the health and safety of students by following health and safety rules.
- Assists teaching staff in assessing programs and materials to meet the needs of the children. Collects, assembles and distributes textbooks, learning package materials, supplies, equipment and other resource materials. Orders instructional materials and aids when necessary.
- Prepares bulletin board materials and decorates classroom. Assists in maintaining a neat, orderly and attractive learning environment. Sets up and operates audiovisual equipment, computers, copying machines and other related equipment that serve as aids in or to the instructional program.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Basic knowledge of child guidance principles and practices. Knowledge of the basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading sufficient to assist students with individual or group studies. General knowledge of basic clerical and record keeping processes.

Abilities: Demonstrated ability to understand and interpret teachers instructions in order to assist in instruction of children. Ability to understand the needs and differences of children and to reach and motivate them. Requires the ability to balance emotional support and discipline to deal with behavior problems. Ability to perform clerical and classroom support duties with minimum supervision. Normally works in a classroom setting with minimal exposure to safety or health hazards. May require arm, hand, finger dexterity to operate keyboard, typewriter or other office equipment. Requires good hearing and speaking ability to communicate with staff and children. Strong communication skills to interact with students, teachers, parents and other faculty and staff.

Physical Abilities: May require arm, hand, finger dexterity to operate keyboard, typewriter or other office equipment. Requires good hearing and speaking ability to communicate with staff and children.

Working Conditions: Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

Education and Experience: High School Diploma, or G.E.D. Certificate; supplemented by additional training in education or a related field. Specific experience in working with children in a classroom or other organized setting required. Any equivalent combination of education, training and experience.

Credential Requirements Valid Driver's License.