



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

INSTRUCTIONAL ASSISTANT II

DEPARTMENT/SITE: SCHOOL SITE

SALARY SCHEDULE: Classified Salary Schedule
(Group 1/Group 15)

LEVEL: Range 34

WORK YEAR: 10 Months

REPORTS TO: SITE PRINCIPAL OR DESIGNEE

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Trustees effective: August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision and direction of Site Principal or Designee, provide information and expertise independently to an assigned student or group of students in a specialized area of instruction. The incumbents in this classification provide the school community with instructional services which directly support student learning.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Instructional Assistant II is assigned to assist teachers in mainstream classrooms in specialized areas of instruction, such as Media Center, Speech, English Language Development, Garden Enrichment, STREAM, etc.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Plan and implement presentation and materials related to specialized area of instruction (e.g., Media Center, Speech, English Language Development [ELD], Garden Enrichment, Reading Intervention, STREAM, etc.) to enrich the academic program.
- Implement teacher-designed systematic programs by using delivery of cues, prompts and instruction; deliver instruction in a positive manner; provide input to teacher on program; aid students in the use of calculators; assist in developing and implementing media center curriculum.
- Develop methods to explain or demonstrate the information to students; research grade-appropriate math and other specific subject materials; apply appropriate Response to Intervention [RTI] methods.
- Collect data and record anecdotal student progress notes, maintain and organize program notebooks; provide input to teachers on program.
- Supervise and monitor students including but not limited to, before and after school, at lunch/snack, at recess, on the playground, during restroom breaks, and when appropriate on field trips; maintain eating areas; oversee safe use of playground equipment.
- Use consistent delivery of classroom or student behavior plans.

- Instruct students in assigned area of expertise and assist certificated instructor in evaluating whether student(s) have understood the concept of information; tutor individual students and small groups and classrooms in an instructional setting.
- Provide technical assistance in the operation and maintenance of specialized instructional equipment as assigned.
- Provide assistance to and interact with students (e.g., ELD instruction to limited English-speaking students; reading intervention; media center activities, the use of reference sources and automated card catalog, book check-out, re-shelving, online terminal; delivery of speech/language services).
- Demonstrate positive, respectful and age-appropriate interactions with students across all school settings as demonstrated by positive tone of voice and pointing out successes of students.
- Monitor and control student behavior according to established procedures; utilize appropriate behavior management techniques; ensure physical well-being of students; assist teachers with disruptive behavior; teach problem solving by mediating conflict resolutions.
- Communicate with classroom teachers regularly to arrange schedules and materials to plan and prepare for small student groups.
- Maintain records of students' progress and attendance as assigned; assist in the administration, scoring and grading recording of tests, including ELPAC test administration; collect student data.
- Maintain inventories of supplies, material and equipment, ensuring that adequate amounts are available for timely instructional use; distribute and collect instructional materials.
- Adjust and maintain specialized equipment, if any, ensuring timely availability for student use; arrange bulletin boards and other displays; prepare teaching aids; supervise and perform cleanup activities.
- Assume responsibility for the general supervision of pupils in the classroom for short periods of time.
- Attend a variety of meetings, workshops, and in-service trainings to maintain current knowledge of instructional practices; participate as co-chairperson for Book Fair biannually.
- Operate and care for equipment used in the classroom.
- Maintain learning environment in a safe and orderly condition.
- May operate large copy machine; operate audiovisual equipment.
- Administer first aid for the purpose of providing emergency care.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Specialized area of enrichment instruction
- Methods of instruction
- Office equipment and programs necessary to create new forms, documents, letters and learning materials
- Safety practices in using tools and machines for specialized area of instruction
- Principles, practices, procedures and equipment of specialized area of expertise

Skills:

- Correct English usage, grammar, spelling, punctuation and vocabulary
- Read, write and understand the English language
- Perform mathematical computations accurately
- Proficiency in software programs relevant to instruction

Ability to:

- Develop and maintain collegial relationships with staff
- Plan, develop and conduct enrichment presentation
- Define problems, collect data, establish facts, and draw valid conclusions
- Interpret an extensive variety of specialized information in various forms and work effectively with abstract and concrete variables
- Operate and demonstrate the use of specialized equipment and materials
- Monitor and control student behavior
- Differentiate in small and whole group settings to meet the needs of differing disabilities relevant to instruction
- Provide assistance and information to students in area of specialty
- Work independently under general supervision
- Establish and maintain effective and cooperative working relationships and others
- Prepare and maintain a variety of records, reports and files
- Use effective interpersonal skills using tact, patience and courtesy
- Schedule and perform work to meet established timelines
- Work independently with minimal supervision
- Maintain confidentiality and positive attitude at all times.

EDUCATION REQUIRED:

High school diploma or the equivalent.

Two years of college (48 units), **or**

A.A. degree (or higher), **or**

Pass a local assessment of knowledge and skills in assisting in instruction.

EXPERIENCE REQUIRED:

Any combination of training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be completion of relevant college coursework in the area of specialty and/or at least one year of work experience directly related to the field of specialty.

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Must possess and maintain current First Aid and CPR certification.
- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Indoor and outdoor instructional environments
- Hearing and speaking to exchange information
- Vision (which may be corrected) to read small print; Requires the mobility to stand, stoop, reach and bend
- Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Sitting or standing for extended periods of time
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is infrequent aspect of the job
- Exposure to climatic elements and intermittent noise; frequent interruptions
- Potential for contact with bloodborne pathogens and communicable diseases
- Frequent interruptions