



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

INSTRUCTIONAL ASSISTANT I

DEPARTMENT/SITE: SCHOOL SITE

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

LEVEL: Range 23

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 to assist teachers achieve objectives by working with individual students, small groups, supervising and maintaining safety on the playground and assisting with the preparation of classroom materials. 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 I is assigned to assist teachers with general instruction in mainstream classrooms, preparing copies and materials, and supervising and monitoring students at lunch and snack, on the playground, crossing streets and roads, and during restroom use.

This classification differs from other classes of Instructional Assistants in that the latter provide assistance to teachers of students in specialized areas of instruction; with learning, physical, or emotional disabilities; or whose English language skills require bilingual instructional support.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- 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.
- Communicate with classroom teachers regularly to arrange schedules and materials to plan and prepare for small student groups.
- Use consistent delivery of classroom or student behavior plan.
- Tutor individual students and small groups in an instructional setting; understand student needs to support student progress.
- 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.

- 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.
- Provide assistance to and interact with students during transit to and from the cafeteria and playground.
- Prepare and issue material and equipment for student use; supply daily rotation of recess equipment.
- Monitor and control student behavior according to established procedures; utilize appropriate behavior management techniques; coordinate student activities; ensure physical well-being of students.
- Administer first aid for the purpose of providing emergency care.
- Report observations and incidents related to specific students (e.g., discipline, accidents, illnesses, etc.); resolve conflicts and disputes.
- Assume responsibility for the general supervision of pupils in the classroom for short periods of time.
- Arrange bulletin boards and other displays; prepare teaching aids.
- Maintain learning environment in a safe, orderly and healthy condition including performing and overseeing cleanup activities; operate and care for equipment used in the classroom, the workroom and outdoors; operate audiovisual equipment.
- Maintain inventories of supplies, material and equipment, ensuring that adequate amounts are available for timely instructional use; fill prep work orders in the workroom.
- May maintain records of students' progress and attendance as assigned; may assist in the administration, scoring and grading/recording of tests; collect student data.
- Distribute and collect instructional materials; prepare and assist pupils in the use of instructional materials.
- Attend a variety of meetings, workshops and inservice trainings to maintain current knowledge of instructional support practices or other pertinent information relative to job or assignment.
- May operate large copy machine.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Instructional and tutorial procedures
- General needs and behavior of children
- Safety practices
- Interpersonal skills including use of tact, patience and courtesy

Skills:

- Read, write and understand the English language
- Perform mathematical computations accurately

Ability to:

- Develop and maintain collegial relationships with staff
- Assist in providing instruction to small groups of students
- Assume the responsibilities involved in working independently with pupils
- Understand and follow oral and written directions
- Communicate effectively with students
- Perform a variety of routine clerical duties such as filing and maintaining records
- Be flexible and able to adapt to changes in routine and duties
- Be reliable in attendance and punctuality

- Provide a satisfactory role model for students in terms of language, appearance and attitude
- Have enthusiasm for and interest in the instructional program
- 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:

Job related experience working with children in an educational setting is highly desirable.

LICENSE(S) REQUIRED:

- None required.

CERTIFICATIONS AND TESTING REQUIRED:

- Must possess and maintain current First Aid 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)

- Classroom, playground and/or other outdoor environments
- Hearing and speaking to exchange information
- Seeing to monitor students and supervise in large outdoor area
- Bending at the waist, kneeling or crouching to assist students and to retrieve & store materials
- Carry and or lift items up to 20 lbs.
- Sitting or standing for extended periods of time
- Exposure to climatic elements and intermittent noise
- Potential for contact with bloodborne pathogens and communicable diseases
- Frequent interruptions