

INSTRUCTIONAL ASSISTANT I

DEFINITION

Under general supervision, performs a variety of instructional activities; assists the classroom teacher in presenting intensified learning experiences; performs supportive tasks for instructional personnel; performs other related work as required or assigned.

ESSENTIAL DUTIES

- f* assists instructional personnel with the presentation of learning materials and instructional exercises
- f* tutors individual students and small groups of students to reinforce activities
- f* monitors and assists students in drill, practice and study activities as a reinforcement of instructional concept presentation
- f* guides students into safe learning activities
- f* assists in shaping appropriate social behaviors
- f* assists in the management of student behavior through the use of positive strategies and techniques
- f* prepares and assists in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students
- f* assists students in the learning center
- f* maintains a variety of records and files, including confidential student records and information which may be of a privileged and sensitive nature
- f* operates and assists students in operating a variety of instructional media machines and equipment
- f* may administer and score a variety of general and/or criterion-referenced aptitude tests; record test results
- f* submit requisitions, store and maintain an appropriate inventory of textbooks, instructional materials, supplies and equipment
- f* administers routine first aid to students and request assistance for serious injury or illness
- f* assists in maintaining an orderly, attractive and positive learning environment
- f* may participate in parent conferences and other student progress report activities
- f* may perform assigned duties in Spanish, for bilingual positions
- f* performs other related work as required or assigned

QUALIFICATIONS

Knowledge : Basic concepts of child growth and development and developmental behavior characteristics; student behavior management strategies and techniques; appropriate English usage, punctuation, spelling and grammar; basic mathematical concepts; routine record management, storage and retrieval systems and procedures.

Abilities : Demonstrate an understanding toward students of various ages and ethnic groups; a patient and receptive attitude; communicate effectively in oral and written form as required by the assignment; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; learn to utilize a variety of appropriate instructional materials and procedures used to enhance a positive educational environment; understand and follow oral and written directions; establish and maintain cooperative working relationships with children and adults.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out essential job functions.

- f* will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects
- f* will sit most of the time, but may occasionally run, walk, or stand for brief periods; must be capable of bending at the waist, kneeling or crouching
- f* must be capable of perceiving the nature of sound
- f* must possess visual acuity and depth perception
- f* must be capable of providing oral information, both in person and over the telephone
- f* must possess the manual dexterity to operate a computer keyboard and other business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Experience : One year of paid or volunteer experience working with groups of various ages is preferred.

Education : Verification of a High School diploma, a GED certificate, or a higher degree; training or course work in child growth and development, special education, instructional technology, or a closely related field, is preferred.

Licenses : Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment : Insurability by the District's liability insurance carrier may be required.