

WEST SIDE UNION SCHOOL DISTRICT

JOB DESCRIPTION INSTRUCTIONAL ASSISTANT

SUMMARY

To assist teachers and specialists with the educational program in an assigned school; to reinforce learning concepts at the teacher's or specialist's direction; to assist in the supervision of the students' activities; to perform various clerical duties.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a certificated instructor or other certificated personnel. No supervision is exercised over other District personnel.

DUTIES AND RESPONSIBILITIES

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks, and/ or may perform similar related tasks not listed below.

- Assist in the conduct and administration of classroom assignments, exercises, and tests under the direction of a certificated teacher or other instructor.
- Conduct remedial instructional activities for students as assigned.
- Explain and clarify work assignments to students.
- Use appropriate special learning materials with student/s, in accordance with instructor's directions.
- Monitor individual progress of students and discuss problems and improvements with instructor.
- Assist in the administration and scoring of tests and examinations.
- Develop and maintain records, logs, and files as assigned.
- Issue instructional materials and equipment to students; maintain inventory of supplies and equipment used; assist in procuring new or replacement materials as necessary.
- Maintain attendance and enrollment records of assigned class.
- Maintain records on students' progress in the development of specific skills, at the request of the instructor.
- Assist in the supervision of students' classroom, playground, and before school activities; refer discipline problems to instructor as necessary.
- Accompany and supervise children in library activities.
- Assist in the arrangement of field trips, accompany class on field trips, assist in the supervision of class on field trips.
- Provide for the physical care needs of students, as needed.
- Observe students' mental and physical health; report any suspected problems to instructor.
- Perform a variety of general clerical tasks including the following: word processing, preparing instructional materials and study aids to be used by students or faculty in classroom or individual study situations; perform photocopying and duplication duties as necessary; and prepare, operate, and maintain instructional equipment and supplies.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/ or ability required. Reasonable accommodation may be made to individuals with disabilities to perform the essential functions.

Knowledge of:

- Correct English usage including vocabulary, spelling, grammar, and punctuation.
- Principles, practices, and applications of subject matter or discipline to which assigned.
- Instructional principles and techniques used in improving reading, language, and mathematical skills.

- General classroom procedures and rules of conduct.
- Children's recreational activities, including games, arts, and crafts.
- Effective communication skills, both oral and written.
- Methods and procedures used in standard record keeping.

Ability to:

- Apply instructional principles when working with a group and/ or individual students.
- Supervise students and maintain classroom discipline.
- Monitor progress and identify problem areas, and areas of relative learning progress.
- Operate a variety of standard office equipment.
- Work independently as necessary.
- Recognize and understand common needs of students.
- Maintain confidentiality about information learned on the job.
- Maintain professional conduct in all aspects of work.
- Establish and maintain cooperative working relationships. with teachers, specialists, students and others contacted in the course of work.
- Understand and carry out oral and written directions.
- Prepare and maintain accurate and up-to-date records, files and other documentation, and perform a variety of other general clerical tasks.

* **Ability to speak, comprehend, read and write in Spanish is desirable.** *

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities could be:

Experience:

- One year of experience performing duties of a comparable nature is desirable.

Education:

- High School diploma or equivalent.
- Some college course work related to education is desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, sit, and walk. The employee is occasionally required to: use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/ or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The noise level in the work environment is usually moderate.