

Position: Instructional Assistant I	FLSA: Non-exempt
Department: Educational Services	Salary Grade: 8
Reports to: Principal or Designee	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of an assigned supervisor, provides a variety of instructional and/ or clerical support to a teacher. Works in classroom settings to support teachers by providing instructional support to individual or small groups of students. Assists teachers and staff in development and use of materials to enhance student learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with teachers to implement lesson plans by providing positive learning experiences, which may include enrichment or remedial assistance.
- May work one-on-one with individual students.
- May administer and score formal and informal assessments. Assists in keeping appropriate records for teachers, which may include computerized grading systems.
- Confer, as needed, with teachers, resource staff, and other school personnel concerning student achievement, instructional programs and materials.
- Prepare and maintain a variety of files and records.
- Operate a variety of office equipment, including a computer, copiers, audio-visual equipment, etc.
- Perform clerical support duties as required.
- Oversee individual or groups of students in activities, both inside and outside the classroom.
- Assist in the preparation and organization of instructional materials; follow prescribed learning activities according to teacher direction.
- Assist in maintaining a safe and orderly classroom.
- Participate in appropriate meetings with teachers and other designated staff to discuss issues or concerns.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONSKnowledge of:

- Assessments to document student progress are required.

- Record keeping, clerical and computer skills.
- School and classroom rules, policies, procedures, and student behavior management techniques.
- Safe practices used in classroom activities.

#### Ability to:

- Assist teaching staff with implementation of instructional goals and activities.
- Interact with teachers, parents and specialists in order to carry out assigned duties as directed by supervisor.
- Assist in providing support to individuals and small or whole groups of students, both inside and outside of the classroom.
- Print and write legibly.
- Understand and follow both oral and written directions.
- Effectively communicate with teachers and students in both formal and informal settings.
- Establish and maintain cooperative and effective working relationships with others.
- Work with discretion and maintain confidentiality.
- Manage student behavior according to approved policies, practices and procedures.
- Operate instructional and office equipment, including computers, copiers, and audio-visual equipment.
- Use tact, patience, and courtesy with students and adults.
- Pass a qualifying Employee Entrance Evaluation.

#### PHYSICAL ABILITIES

This position requires:

- Sufficient arm, hand, and finger dexterity to operate a computer and other office equipment.
- Visual acuity to read words and numbers.
- Lifting of light to moderate objects.
- Sufficient ambulatory ability to stand for sustained periods of time and move to different locations.
- Ability to take precautions against exposure to health and safety risks.
- Speaking and hearing to communicate in person or over the phone.

#### EDUCATION AND EXPERIENCE

The position requires the employee to meet the para-educator criteria of the *No Child Left Behind Act* which is either two years (48 units) of study at an institution of higher education, an associate's degree or higher, or passing a qualifying assessment test. Experience working with students inside and outside of the classroom is desired.

#### LICENSES AND CERTIFICATES

May require successful completion and certification of CPR/First Aid.