

**INSTRUCTIONAL ASSISTANT**

Classified Job Description

**DEFINITION:**

To assist a teacher and/or teachers with instruction and supervision of pupils in a school setting; and to relieve the teacher of routine clerical and authorized instructional duties.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from assigned teacher/s, Program Coordinator and/or the site Principal. Technical and functional supervision is provided by the certificated teachers/s to whom assigned.

**EXAMPLES OF DUTIES:** Duties may include, but are not limited to, the following:

Assist teachers with the preparation and reinforcement of the presentation of learning materials and in the performance of other instructional activities.

Monitor and assist students in drill, study, and research activities after lessons and instructions have been provided by the teacher, or as designed by the teacher.

Read to students; explain words and meanings; rephrase materials and provide similar learning examples.

Assist in administering and monitoring language tests; assist in scoring and recording test results, assist in computing and recording grades.

Assist in maintaining student records and files.

Assist in preparing examinations and other instructional materials for duplication; make copies as directed.

Distribute materials such as textbooks, learning package materials, supplies and equipment; collect, assemble and distribute resource materials; assist in maintaining related inventories.

Assist in operating audiovisual equipment, computers, copying machines and other equipment related directly to the instructional program.

Supervise and assist students in the classroom in academic, social and behavioral areas, including small group and individual instruction under the supervision of the classroom teacher.

Supervise and assist students on the playground in social and behavioral areas, including small group and individual instruction under the supervision of the classroom teacher.

Supervise and assist students during the lunch period.

Assist in maintaining a neat, orderly and safe learning environment.

Perform general clerical duties to relieve teacher from necessary routine and non-instructional duties; type letters, correspondence, forms and other material; file materials, answer phone and take messages.

Prepare bulletin board materials and decorate classrooms/s.

Attend and participate in faculty, staff, and in-service meetings as requested by supervisor/s.

Remain abreast of current training and methodology relating to the instruction of students.

Perform other duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

General purposes and goals of public education.

General methods of education and teaching.

Techniques to control and motivate students.

Student behavior and characteristics.

English usage, spelling, grammar and punctuation.

Routine record keeping principles and practices.

Basic math.

### **Ability to:**

Learn and utilize standard teaching aids applicable to the instructional program.

Learn and utilize routine methods and procedures to be followed in the instructional settings.

Learn testing and grading procedures.

Learn instructional terminology, program philosophies, concepts, materials, methods and procedures.

Perform simple clerical work and light typing.

Read, write, and understand the English language.

Make simple mathematical calculations.

Assist the teacher/s to whom assigned in the supervision of students.

Understand and follow oral and written instructions.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

**Experience and Training:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Experience in working with students is desirable.

Experience in working with students whose native language is other than English is desirable.

**Training:**

An Aide Proficiency Certificate is required.

Equivalent to completion of the twelfth grade. Additional specialized training in childcare, psychology/guidance, instructional technology, child development or related field is desirable.

Note: Applicable provisions of the Education Code Sections remain in effect for this class which is also known as an “Instructional Aide”.