

## **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**

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

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects
- 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
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- 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.