

INSTRUCTIONAL ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individual or small groups of students in a classroom or other learning program; assist students in improving their reading, writing, grammar, social studies, science, math, computer skills and other subject areas; monitor and report student progress regarding behavior and performance; tutor students in assigned subject areas.

REPRESENTATIVE DUTIES:

- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher or assigned certificated staff; monitor student drills and assignments; assist students with reading, writing, grammar, social studies, science, math, computer skills and other subject areas as assigned by the position. **E**
- Administer, monitor and score a variety of tests; rephrase materials and explain instructions as needed. **E**
- Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials, scoring papers and recording grades; prepare and maintain student records and cum files as necessary. **E**
- Prepare instructional materials in accordance with grade level, lesson plans and appropriate reading collection; work with students in handwriting, phonics, letter recognition, and other activities. **E**
- Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior. **E**
- Provide support to the teacher by preparing for daily activities, setting up work areas, displays and exhibits, and distributing and collecting paper, supplies and materials; assist with gathering materials for projects and preparing handouts, folders and classroom worksheets. **E**
- Direct group activities of students as assigned; assist in monitoring cafeteria and recess activities as assigned. **E**
- Operate a computer and other office equipment as assigned; operate instructional and audio-visual equipment as assigned. **E**
- Participate in staff meetings and in-service training programs as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

Student guidance principles and practices.

Basic subjects taught in District schools, including arithmetic, grammar, social studies, science and reading.

Safe practices in classroom and outdoor activities.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Classroom procedures and appropriate student conduct.

Operation of office machines and keyboard equipment.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning program.
Reinforce instruction to individual or small groups of students in an assigned subject area as directed by the teacher or assigned certificated staff.
Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written directions.
Learn the procedures, functions and limitations of assigned duties.
Communicate effectively with children and adults.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Monitor and discipline students according to approved policies and procedures.
Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience in working with high school aged students in an organized setting.

WORKING CONDITIONS:**ENVIRONMENT:**

Classroom or other learning environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.
Seeing to monitor students and read a variety of materials.
Bending at the waist, kneeling or crouching to assist students.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.

11/14/96
SMJUHSD
Range 11