

INSTRUCTIONAL ASSISTANT

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an administrator. May receive technical or functional supervision from a certificated instructor, or other certificated personnel. Exercises no supervision.

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

- Assist in the preparation of instructional materials and study aids to be used by students in classrooms or individual study situations; perform photocopying and duplication duties as necessary.
- Assist in the implementation of instructional activities by reinforcing learning concepts.
- Assist students in understanding instructional assignments under teachers' directions.
- Report any unusual student behavior, including suspected child abuse to the instructor.
- Assist teachers with monitoring individual progress of students and discuss problems and improvements.
- Operate instructional equipment.
- Assist in administering and scoring of tests and examinations.
- Assisting the teacher with explaining and clarifying work assignments to students.
- Assist the assigned teacher with supervision of students' classroom and playground activities, refer discipline problems to instructor as necessary.
- Maintain records, logs, and files as assigned.
- Maintain records on students' progress in the development of specific skills, under the guidance of the instructor.
- Assist the teacher with supervision of children in library activities.
- May assist in the arrangement of field trips; accompany class on field trips; assist in the supervision of class on field trips.
- Perform a variety of general clerical tasks including assisting the teacher with the preparation of dittos and stencils.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Correct English usage including vocabulary, spelling, grammar and punctuation.
- Subject matter to which assigned.
- General classroom procedures and rules of conduct.
- Children's recreational activities, including games, arts and crafts.
- Effective communication skills, both oral and written.

Ability to:

- Follow teachers directions when working with a group of and/or individual students.
- Learn the basic principles and techniques used in improving reading, language and mathematical skills.
- Assist teachers with monitoring progress and identify problem areas and areas of relative learning progress.
- Recognize and understand the needs of students.
- Establish and maintain cooperative working relationships with teachers, specialists, students and others contacted in the course of work.
- *Maintain confidentiality.*
- Understand and carry out oral and written directions.
- Assist the teacher with the preparation and maintenance of accurate and up-to-date records, files and other documentation and perform a variety of other general clerical tasks.
- Learn the basic principles of administering and scoring tests.
- Physical capability sufficient to perform job task.

Experience and Education

Any combination of education, training and experience equivalent to completion of twelfth grade.

High School diploma or equivalent. Successful completion of Proficiency Test. Experience in organizing and directing simple youth activities and programs.

Salary Placement:

CSEA 318

Incremental Salary Schedule

209-work days

Board Approval: 01/28/86