

ALPINE COUNTY UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL ASSISTANT

REPORTS TO: PRINCIPAL / DIRECTOR OF STUDENT SERVICES

SUPERVISES: No supervisory responsibilities

DEFINITION:

Under the supervision of a teacher and/or certificated staff, perform a variety of tasks concerned with the educational activities of students, including the independent direction of student groups. Assist in support duties in multiple settings; reinforce, monitor and report on student progress regarding behavior and instructional performance, as directed by the teacher; present instructional material under the teacher's direction to individuals or small groups; relieve teacher of routine clerical duties. Prepares, disseminates, collects, processes, stores or redistributes instructional materials used in class, and does other work as required.

QUALIFICATIONS:

Required:

1. Bachelor's degree

Desired:

1. Experience working with children in an individual or group setting is desirable
2. Special skills in one or more of the following:
 - a. Fine Arts (crafts, drama, music, etc.)
 - b. Physical education
 - c. Computer technology

KNOWLEDGE AND ABILITY:

1. Knowledge of general objectives of classroom programs.
2. Knowledge of school rules and regulations.
3. Knowledge of limitations of groups involved.
4. Knowledge of elementary clerical procedures is desirable.
5. Ability to establish and maintain positive relationships with students, staff members, and parents.
6. Ability to understand and follow oral and written instructions.
7. Ability to maintain consistency in application of room, school and district policies.
8. Ability to maintain a kindly and sympathetic attitude without emotional bias.
9. Ability to be familiar with the school's supplies, equipment, instructional materials, audiovisual equipment, and computer technology equipment.
10. Ability to adapt to unusual physical or emotional conditions in a classroom or on a playground.
11. Ability to exercise independent thinking a good judgment at all times.
12. Ability to follow teachers prescriptive diagnoses effectively.
13. Ability to supervise and discipline students effectively.
14. Competency in basic academic skills such as math, spelling, and grammar.

ESSENTIAL DUTIES/TASKS:

1. Assists with student supervision.
2. Assists in general areas as designated by the teacher and/or certificated staff.
3. Supervises safety of students on campus and during all school related activities.
4. Write up any student behavior of concern and reports to teacher and/or administrator.
5. Assists in instruction, tutoring, and classroom management in classroom.

6. Design and prepare instructional materials, including room arrangements.
7. Establish, organize, and maintain learning stations.
8. Participate in training sessions.
9. Maintain records accurately

NON ESSENTIAL DUTIES/TASKS:

1. Other duties as required.

ENVIRONMENT/WORK CONDITIONS:

- **Location:** Work is performed 80% within the school classroom setting. 20% is an outdoor educational setting such as physical education, recess, walking, field trips.
- **Hazards:** May include slippery surfaces.
- **Equipment Used:** General office equipment, computer, 10-key, copier, sports equipment, outside equipment.
- **Safety Equipment:** None required.

ESSENTIAL FUNCTIONS:

(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)

PHYSICAL

- Standing/Walking: Frequently; throughout work shift while performing classroom duties, P.E. classes, recess supervision, field trips.
- Sitting: Occasionally; while performing classroom duties.
- Lift/Carry: Frequently, 1-25 pounds; classroom instructional materials, books, binders, paperwork. For heavier lifting, assistance is available.
- Bending/Twisting: Occasionally; at knees/waist/neck while throughout day.
- Push/Pull: Occasionally, exerting a force of 5-20 pounds; while moving supplies.
- Climbing/Balancing: Rarely; may use step stool.
- Kneeling/Crouching/Crawling: Occasionally; may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior.
- Hands/Arms: Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- Sight/Hearing/Speech: Constantly; to provide instructional assistance to student. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment.

MENTAL

- Must possess necessary communication skills, written and oral to complete assignments.
- Must be able to read, write speak English. Possess interpersonal skills to work well with various types of students.
- Must be able to work independently with assigned student and exercise creative problem solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

Adopted: 8/9/2016