



CLASSIFIED
Job Class Description
4270.10

Alpine Union School District

Equal Employment Opportunity

INSTRUCTIONAL ASSISTANT

DIVISION: Student Services

SALARY SCHEDULE: Classified
LEVEL: Range 8

REPORTS TO: Principal or Designee

DATES CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective:.....

PURPOSE:

Under the general direction of the Principal or designee and direct day-to-day work assignment and coordination of the classroom teacher, the classification of Instructional Assistant performs paraprofessional instructional activities; offers focused instruction and intervention learning for students; assists in the management of social-emotional well-being and shaping student behavior provides intensified learning experiences for students in assigned areas; performs a variety of clerical and supportive tasks for instructional personnel; and to do related work as required. Incumbents in this classification provide students, staff and the public with paraprofessional instructional services which directly supports student learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Assists instructional personnel with the development and presentation of learning materials and instructional exercises for individual students or groups of students.
- Implements instructional programs and lesson plans, under the supervision of the teacher, in order to assist the teacher in improving students' academic success through a defined course of study.
- Offers focused instruction and intervention learning for students (e.g., SIPPS program, Pathway programs, alternative strategies) to assist with elevating students in areas of academic, behavior and social-emotional well-being.
- Tutors students individually or in small groups to reinforce and follow-up learning activities.

Job Class Title: Instructional Assistant

Updated 11/2019

Previous job class approval/revision dates: 11/15/1986

Page 1 of 3

- Monitors and assists students through drill, practice and study activities following the presentation of instructional concepts by instructional personnel.
- Supervises and monitors individual students or groups of students in classroom, playground and study or field trip activities.
- Reads to students, explains words and meanings, rephrases materials and provides similar learning examples.
- Assists in the management and shaping of student behavior through the use of positive reinforcement strategies (e.g., incentives, confidence building activities, Positive Behavior Intervention & Supports [PBIS]).
- Performs a variety of record keeping and clerical functions (e.g., filing, typing, duplicating materials creating and maintaining spreadsheets, organizing instructional materials) in order to support the teacher and/or administrator in providing necessary records/materials.
- Scores and evaluates tests and mastery examinations, and computes and records grades.
- May distribute and account for materials such as textbooks, supplies and equipment; may collect, assemble, catalogue and distribute resource materials.
- Monitors student conduct in the classroom, on the playground, and in other school areas; assists with maintaining discipline.
- Assists in maintaining a neat, orderly and attractive learning environment.
- Participates in meetings, conferences and in-service training programs as assigned.
- May assist in yard duty assignments.
- May use alternative language or communication skills (e.g., Spanish) as assigned.
- Arranges equipment for instructional training activities and operates computer-based audiovisual equipment and software.
- Communicates through District email service and other electronic communications.
- Performs other duties related to the class as assigned.

QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

KNOWLEDGE OF:

- Correct English usage, punctuation, spelling and grammar, and vocabulary.
- General concepts of child growth and development, and child behavior characteristics.
- Basic record keeping methods.
- Basic arithmetical concepts, and subjects taught as applicable to assignment.
- Public education goals and objectives.
- Mandated Reporter requirements.
- Positive reinforcement methods for discipline issues.
- Procedures and best practices for emergency issues(e.g., fire, lockdown, duck and cover).
- Computer software utilized in the classroom.
- Operation of duplicating machines and instructional equipment.
- Basic first aid principles.

ABILITY TO:

- Tutor individuals and small groups of students, both manually and utilizing computers and other electronic devices, in academic subjects or other assigned instructional areas.
- Assume responsibility for supervising students.
- Learn and utilize standard teaching aids and office machines.
- Perform routine clerical work and light typing.
- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Demonstrate an understanding, patient, warm and receptive attitude toward students.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with students, staff and the community.
- Communicate effectively, professionally and respectfully with a diversity of individuals and/or groups.
- Follow department and District policies and procedures.

EDUCATION/EXPERIENCE AND OTHER QUALIFICATIONS:**Training and Experience:**

High school diploma or the equivalent.

Two years of college (48 units), or

A.A. degree (or higher), or

Pass a local assessment of knowledge and skills in assisting in instruction.

Job related experience working with children in an educational setting is highly desirable.

Licenses and Certificates:

None required.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

Good physical condition as determined by pre-employment inquiries and medical examination.

Some standing, walking, lifting, carrying, pushing, and/or pulling.

Some reaching overhead and above shoulders.

Some bending at the waist, kneeling or crouching to assist students.

Dexterity of hands and fingers to operate standard office and classroom equipment and materials.