

**Oroville Elementary School District  
Job Description**

**JOB TITLE: INSTRUCTIONAL ASSISTANT**

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SALARY LEVEL:	22	DIVISION:	Classified
DEPARTMENT:	School Site	LOCATION:	School Site
REPORTS TO:	Site Administrator		
APPROVED BY:	Board of Trustees	DATE:	February 8, 1995
		REVISED	March 25, 1998
		REVISED	November 23, 1998
		REVISED	March 10, 1999
		REVISED	September 26, 2018

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**SUMMARY:** The primary responsibility of the Instructional Assistants primary responsibility is to assist classroom teachers in the conduct of lessons and other classroom activities. The Instructional Assistant tutors individual students and works with small groups of students under teacher direction.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Presents educational lessons, materials, or programs to students in a one-to-one or group setting.

Assists individual children in need of special attention and demonstrates a genuine concern for all children.

Assists classroom teacher in monitoring pupils in the classroom and supervising students on field trips, recess, and other activities.

Assists the teacher in preparing materials for instruction.

Prepares and/or displays instructional materials accurately and neatly.

Makes quick, responsible decisions regarding student welfare and safety, including counseling students regarding conduct and self-discipline.

Encourages students to develop and use critical thinking skills.

Fosters independence of the student through learning and self-help activities.

Assists classroom teacher in organizing and utilizing reference and resource materials; assists teacher in developing individual instructional materials.

Brings personal and educational needs of students to the classroom teacher's attention.

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Operates office equipment, such as photocopier, laminator, and computer.

Assists the classroom teacher in assessing student work.

Administers and scores a variety of tests, as requested by the teacher.

Maintains confidentiality of student information.

Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED). One to three months related experience and/or training; or, equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively on a one-on-one basis with staff, parents, and students. Communicate with sensitivity, confidentiality, and accuracy.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations. Function well in emergencies and well under pressure. Accept directions and intelligently follow instructions. Work cooperatively with the public, administration, pupils, and fellow employees.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possess Instructional Aide Proficiency Exam Certificate (CODESP); or AA degree or higher; or 48 plus college units.

**OTHER SKILLS AND ABILITIES:** Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

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**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must have the ability to stand for extended periods of time; mobility to move around an office, open space, and on uneven surfaces; ability to bend, twist, stoop, kneel, and balance; ability to reach in all directions; ability to work at a desk or conference table; and the ability to hear, understand speech, and communicate so others are able to clearly understand.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

PCC:slc  
previously INSTURCTIONAL AIDE