



INSTRUCTIONAL ASSISTANT

DEFINITION:

Under general supervision, performs paraprofessional instructional activities; assists in learning experiences for students; performs a variety of clerical and supportive tasks for instructional personnel; and does other related work as assigned.

DUTIES:

Assists instructional personnel with the preparation of materials and instruction; may tutor individuals and small groups of students to reinforce learning activities; monitors and assists students through drill, practice and study activities following the presentation of instructional concepts by instructional personnel; may supervise classroom, playground, and study trip activities; directs students into safe activities and in the development of appropriate social behavior; may assist in the management and shaping of student behavior through the use of positive reinforcement strategies; may assist in the development of a variety of instructional materials for use with individuals and small groups of students, or in activity centers; may maintain student records and files; may operate a variety of instructional media, and office machines and equipment; may administer and score tests and record the results; may distribute and maintain an inventory of textbooks, supplies and equipment; may collect, assemble, catalog and distribute resource materials; assists in maintaining a neat, orderly and attractive learning environment; may administer basic first aid; may assist in parent conferences; may use second language and cultural experiences to assist bilingual/bicultural students in school related activities; may serve as a translator to facilitate communication with monolingual, non-English speaking members of the school community; may assist children in dressing, undressing and in toileting needs, may assist students in developing wholesome nutritional habits; performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of

- general concepts of child development and child behavior characteristics
- student behavior management techniques and strategies
- English usage, punctuation, spelling, grammar and arithmetic
- simple record keeping and record management
- public education goals and objectives
- learning problems of children with special needs
- basic first aid principles

Ability to

- understand and carry out oral and written direction
- communicate satisfactorily in oral and written form
- demonstrate an understanding, patient, warm and receptive attitude toward children
- learn and utilize simple methods and procedures to be followed in an instructional setting
- establish and maintain a cooperative and effective working relationship with children and adults
- perform simple clerical tasks and operate standard office machines

Experience

- none required, but one year of paid or voluntary experience working with children in an educational, child care, bilingual/bicultural or special education setting is desirable

Education

- equivalent to completion of the twelfth grade, preferably including or supplemented by courses in psychology, child growth and development or a closely related field License, Certificate, Other
- must pass the Encinitas Union School District Instructional Aide Proficiency Test as required by State law

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.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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.

Range: 6.5 8/4/94