

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Instructional Assistant

CLASSIFICATION: CSEA

REPORTS TO: Principal

BASIC FUNCTION:

The job of Instructional Assistant was established for the purpose/s of providing support to the instructional program with specific responsibility for assisting certificated teacher(s) in the instruction, supervision, and training of individual and/or groups of students; performing a variety of related duties in the maintenance of an effective learning environment; and providing clerical support to teacher/s and staff.

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers and scores classroom assignments, tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Communicates with teacher(s) for the purpose of providing relevant feedback and information on students' progress.
- Implements, under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Assists students, individually or in groups, with lesson assignments in basic academic and/or specialized subject areas (e.g. read stories, listen to students read, provide writing assistance, reinforce math lessons, provide spelling practice, facilitate delayed fine motor skills activities, visit library, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, library, lunchroom, arrival/dismissal times, computer lab, technological equipment classroom area, etc.) for the purpose of disciplining when necessary and providing a safe and positive learning environment.
- Prepares instructional materials and/or equipment (e.g. decorates bulletin boards, gathers appropriate resources, laminates graphic and written materials, mixes paint, gathers scissors and pencils, copies worksheets, records student behaviors on progress charts, etc.) for the purpose of setting up materials for activities in classroom/instructional areas.
- Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.

- Responds to emergency situations (e.g. injured student, fights, inappropriate social behaviors, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies within assigned areas of instruction.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities; classroom instructional media and technology.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions; organizing tasks.

RESPONSIBILITIES:

Works under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

MINIMUM QUALIFICATIONS:

EXPERIENCE: Job related experience is preferred.

EDUCATION: Targeted, job related education with study in job-related area.

EQUIVALENCY: A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

REQUIRED TESTING: Pre-employment Proficiency Test may be required.

CLEARANCES: Meet employment requirements as applicable with state, federal, local laws and Board Policy.

TERMS OF EMPLOYMENT:

- School year position
- Benefits: Medical, Dental, and Vision Benefits are provided by the District in accordance with current contract language between CSEA and Livermore Valley Joint Unified School District

SALARY RANGE: CSEA salary schedule placement: Level 15

FLSA STATUS: Non-Exempt

Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Completion by Human Resources

Board Approval Date – June 7, 2016		
()	New Job Description/Reason:	() Reclassification () Organization Needs
(X)	Revised Job Description	
(X)	Revised Salary Placement	
Change Effective date: July 1, 2015		