

Job Summary:

The job of Instructional Assistant is done for the purpose/s of providing direct learning experiences; maintaining a suitable learning environment; preparing appropriate materials; maintaining appropriate student records; and performing other related duties as assigned under the direction of a certified teacher.

Essential Job Functions:

- ▶ Assembles instructional materials for the purpose of implementing the instructional program.
- ▶ Assists teachers for the purpose of maintaining a cooperative and creative instructional environment.
- ▶ Evaluates student progress for the purpose of assisting the teacher in education program planning.
- ▶ Interacts with teachers, parents and supervisor for the purpose of developing educational objectives for students.
- ▶ Maintains effective group and individual behavior for the purpose of providing optimum learning environment.
- ▶ Observes/directs students for the purpose of maintaining proper conduct and self discipline.
- ▶ Performs records keeping and clerical duties for the purpose of maintaining accurate school and state compliance standards.
- ▶ Presents instructional materials in conjunction with the instructional plan of the teacher for the purpose of providing direct or small group instruction to support student learning.
- ▶ Supervises students for the purpose of insuring students' safety during play periods, lunch periods, and when boarding or exiting the bus.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - receive and implement job duties based on brief and concise oral directions;
 - effectively interact with students, parents, teachers and administrators;
 - work effectively in direct work with individual students and small groups;
 - use office equipment such as copy machine and computer.
- ▶ **Knowledge of:**
 - basic computer knowledge;
 - proper English grammar, punctuation and sentence structure;
 - basic math plus algebra and geometry.
- ▶ **Ability to:**
 - communicate effectively with staff, parents, students and administrators;
 - present instructional lessons to an individual or small group under the direction of the teacher;
 - assist teacher with overall implementation of the program;
 - implement approved strategies for appropriate student behavior;
 - attend workshops/in-services as approved by supervisor to enhance knowledge and skills specific to assignment.

Responsibilities include: working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to impact the Organization's services.

Experience Required:

- ▶ Job Related Experience is desired.
- ▶ Community College and/or Vocational School Degree with study in job related area is desired.

License, Certifications, Bonding and/or Testing Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

Other special requirements/qualifications:

- ▶ First Aid and Cardiopulmonary Resuscitation Certificates may be required.
- ▶ Copy of high school diploma or equivalent; **AND**
 - ▶ Proof of passage of the High School Proficiency Test as required by California state law (copy of passage of CBEST test or the Instructional Aide Assessment Test may be used to satisfy this requirement); **AND**
 - ▶ **ONE** of the following:
 - ▶ Copy of degree or transcripts demonstrating completion of AA degree, Bachelors degree, or Masters degree
 - ▶ Transcripts demonstrating completion of 48 units at an accredited college or university

If an applicant has not earned at least 48 units at a college or university, or does not possess an AA degree or higher, the applicant must pass an Instructional Aide Assessment that demonstrates knowledge of and the ability to assist in instructing reading, writing, and mathematics.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.