



Job Description

POSITION CODE: 978
Classified Group: CSEA
Salary Range: 14
Work Days: 206
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POSITION TITLE: Instructional Assistant II

DEFINITION: **Under general supervision**, level is assigned to an education program where students, **with a wide range of ability levels and of various ages**, have behavioral, physical, language or learning handicaps **challenges (both Mild/Moderate and Moderate/Severe)**. ~~There is usually a wide range of ages and ability levels.~~

DIRECTLY RESPONSIBLE TO: Site Administrator or Designee

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Provides instruction to **individuals or** small groups of students in a variety of **academic** subject areas. ~~such as math, reading, spelling, language arts, social studies, physical education or art~~
2. In some programs, instruction is in language development, visual perception, number concepts, or more basic skills.
3. Uses flash cards, games, work sheets, drills, and a variety of study aids and techniques to reinforce skills/teaming or present new academic concepts.
4. Assists individual students with daily assignments, remedial, or make up work.
5. Under supervision, monitors or administers a variety of tests and quizzes.
6. Corrects tests, work sheets, and homework or daily assignments.
7. Posts grades, behavior, citizenship, test scores or student progress to record books, charts, or student folders.
8. Designs and prepares bulletin boards, displays of student work, charts, forms, games, flash cards or other teaching aids.
9. Operates duplicating **office** equipment (**e.g. copier, scanner, etc.**) to reproduce tests, study aids, ~~forms~~, worksheets, and ~~other~~ instructional materials.
10. Participates in classroom discipline or behavior management programs.
11. Consults with **assigned classroom** teacher(s) regarding lesson plans, work schedules, and evaluation of student progress.
12. Within the framework of teacher established guidelines, may prepare work plans for teacher approval.
13. Prepares or types ~~dittos~~, tests, meeting notices, bulletins, correspondence, and a variety of instructional materials.
14. ~~Assists with or operates a variety of audio-visual equipment such as projectors, tape recorders, or other learning machines~~
15. Files classroom materials **and** places information in student folders ~~such as grades, test scores and a variety of reports~~
16. Organizes work areas and assembles learning materials, study aids, art supplies, or assignment folders.
17. May record daily attendance or lunch count.
18. May order supplies, forms, instructional and audio-visual materials.
19. May participate in field trips.

20. Assists in keeping study areas attractive and orderly.
~~May assign tasks to parent volunteers~~
21. May prepare and serve snacks.
~~May participate as a member of project writing committee~~
~~May perform general clerical work required in the school office or library~~
22. May supervise students in cafeteria **and on** playground or bus loading. (~~Instructional Assistants employed in Title I or SIP programs are prohibited from supervising bus loading or serving on lunch, recess or yard duty.~~)
~~Performs clerical tasks associated with IEP meetings and may participate in meetings at teacher request~~
23. Assists students in integrated classrooms as needed.
24. Maintains classroom routine and discipline for short periods of time when teacher is not present **or assists non-signing substitute teachers.**
25. Assists students, **by lifting and/or positioning** with clothing, possessions or personal care such as feeding, washing and toileting, **buttons, snaps, and zippers.**
26. **Maintains the hygiene and cleanliness of students lacking control (e.g. changing diapers and/or soiled clothing, etc.).**
27. Inventories classroom supplies, books, or equipment.
- ~~28. May assist principal in publicizing school events or obtaining volunteers.~~
29. **Performs related work as required.**

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent (~~Title I, Chapter I funded positions~~); previous experience working with groups of children; higher education desirable including courses in child development, child psychology, or behavior modification.

Licenses and Certificates:

- ~~Possession of or willingness and ability to obtain a Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license~~

Knowledge, Skills, and Abilities:

- Competency in **of** basic academic skills such as math, spelling, grammar
- Ability to ~~give directions clearly~~ **communicate effectively both verbally and in writing with administrators, staff, students, and the community**
- Skill in oral communication, good articulation, speech and language patterns;
- Skill in written communication – ability to write a simple paragraph;
- Ability to **understand and** follow oral **verbal** and written instructions ~~with a minimum of direction~~;
- Ability to read and understand test instruction, teacher manuals, and guides
- Ability to work **effectively with all levels of district** harmoniously ~~with students and staff, students, and parents~~
- Ability to successfully **effectively** supervise students
- Ability to work independently, **with minimum directions**, and make ~~minor~~ decisions within the framework of established guidelines
- Ability to adapt to individual needs of students and teachers, and work with interruptions

- Ability to understand and relate to **individual needs of exceptional children** ~~students who have behavioral, learning, or physical disabilities~~
- Ability to **establish and maintain records**, understand and maintain a confidentiality of **privileged information obtained in the course of work**
Typing skills desirable;
- Basic signing skills desirable in some programs for non-verbal students

WORKING CONDITIONS

Work Environment:

- Indoor classroom and outdoor environment
- Moderate noise
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- **Move about schools and facilities to conduct work including kneeling, crouching, reaching with arms and hands for long periods of time** sufficient physical mobility to drive a car (required in some programs)
- **Inspect documents and other written materials with fine print** Sufficient vision to read printed material
- **Communicate to exchange information in person, with small groups, and/or on the telephone** sufficient hearing to hear normal and telephone conversation
- ability to speak in an understandable voice with sufficient volume to be heard in normal conversation
- **Operate office equipment requiring repetitive hand movement and fine coordination** sufficient manual dexterity to write, use telephone or business machines
- **Transport, lift, and control a student weighing up to 150 pounds with assistance** sufficient physical ability to restrain students of varying weights.

Hazards:

- **Exposure to and contact with blood and other bodily fluids**

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 09/23/80
 Revised: 10/31/95 (Chapter I Educational Requirements)
 Revised: 09/14/99 (Added Instructional Assistant III)
 Revised: 10/12/99 (Added autistic language to Inst Asst III)
 Revised: 08/08/00 (Added Community Day School language to Inst Asst III)
 Revised: TBD