

TITLE: INSTRUCTIONAL ASSISTANT II

REPORTS TO: Site Principal

JOB GOAL: To assist in conducting intensified, positive learning experiences for students in assigned areas of study under direct supervision.

QUALIFICATIONS

Knowledge of

1. General concepts of child growth and development and child behavioral characteristics.
2. Techniques used in controlling and motivating students.
3. English usage, punctuation, spelling, grammar, and math.
4. Routine record keeping.
5. General purposes and goals of public education.
6. Specific subject area content as required in job assignment.
7. Student testing and testing procedures.
8. Safety rules and regulations for this position.

Ability to

1. Assume responsibility for supervision of children.
2. Learn and utilize basic methods and procedures to be followed in instructional settings.
3. Perform routine clerical work and basic mathematical calculations.
4. Be a productive and active team member.
5. Understand and carry out verbal and written instructions.
6. Operate standard office and instructional equipment including typewriter, copy machine ditto machine, cassette recorders, audio-visual equipment, computer terminal, and other instructional media.
7. Work successfully with diverse groups of people.
8. Read and comprehend instructional materials proficiently.
9. Apply general policies and procedures to specific situations.
10. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
11. Establish and maintain effective rapport with students, parents, and community members.

Training and Experience

1. Completion of the twelfth (12th) grade or equivalent.
2. Six (6) semester units of job-related coursework successfully completed with a grade 'C' or better, or 'pass' in a pass/fail system.
3. Specialized training in approved areas such as phonemic awareness, SPARKS Motor Skills, etc.
4. Two (2) years of successful experience related to specific job assignment.

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ESSENTIAL FUNCTIONS

1. Assists a certificated teacher or teachers in classroom operation, including the teaching of basic academic skills related to the level of achievement for individuals of groups of students identified in need of remedial or compensatory services.
2. Assists in the supervision of students to maintain an effective, safe, and nurturing environment, and assisting in discipline within a framework of well established policies and procedures.
3. Reports suspected child abuse and communicable diseases to health office, site administrator, and/or appropriate agencies.
4. Prepares instructional material and equipment for use in classroom activities; types, prepares copies, gathers appropriate resource information, materials, and equipment as assigned.
5. Follows district policies and procedures.
6. Monitors and assists children while using equipment, including computer terminals, cassette recorders, audio-visual equipment, and other instructional media.
7. Monitors, inventories, and orders instructional supplies and equipment as needed.
8. Oversees and supervises students during classroom activities, on campus/play fields, in library, in the lunchroom, and on field trips.
9. Tutors students individually or in small groups to reinforce and follow-up learning activities.
10. Administers first aid in conjunction with established district policies and procedures.
11. Performs other related duties as required.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to twenty (20) pounds up to four (4) hours per day, and fifty (50) pounds up to one (1) hour per day.
10. Able to push and pull objects weighing up to forty (40) pounds up to two (2) hours per day.
11. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.

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SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Some positions in this setting may require individuals who can read, write, and/or speak a secondary language.
3. Obtain and maintain a valid First Aid Certificate and CPR Certificate.

TERMS OF EMPLOYMENT: Ten-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The evaluation will be completed by the site administrator or his/her designee.

Approved by: Board of Education Date: October 9, 1997
Amended by: Board of Education Date: December 15, 2005

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**