

ORANGE UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT

DEFINITION

Under immediate supervision, assists in conducting positive learning experiences for students in assigned areas of study; performs a variety of clerical and supportive tasks for certified instructional personnel; learns and applies individual and general classroom and instructional procedures; oversees students and performs related work as required. This position is directly responsible to the Principal.

DISTINGUISHING CHARACTERISTICS

Positions in this class receive direct assignment, supervision, and training from certified instructional personnel and general orientation and training from the principal and through District-approved programs. Incumbents may assist in the instruction of students in English with emphasis on oral and written language skills. They assist in bringing stimulation, broadening, and creative experiences to the learning process; assist instructional personnel in bringing positive, intensive, and concentrated study and learning opportunities to individual students and assist in creating a proper classroom or learning environment. The full responsibility for appropriate instruction, curriculum materials and evaluation resides with the instructional personnel. The general guideline is that the instructional assistant will be working with the students. The individual activities and duties of this position may vary with depending on the grade level, teacher methods, subject area and project goals as well as the achievement levels, capabilities, emotional needs and background of the students.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position classification performs light work that involves sitting a portion of the time, may require lifting approximately fifty (50) pounds, pushing and/or pulling of objects, and walking and standing for extended periods.

Positions in this class require mobility to stand, stoop, reach and bend, and dexterity of hands to grasp and manipulate small objects.

This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties of the job.

ESSENTIAL DUTIES

Observes and records behavior patterns and develops appropriate techniques to reinforce acceptable behavior; assists in instruction orally and in written form in English; monitors administration of student testing and scores tests as directed; assists instructional personnel with the development and presentation of learning materials and instructional exercises; tutors students individually or in small groups to reinforce and follow-up learning activity; oversees and supervises students during classroom activities, in library and on field trips, and/or during play or physical exercise; provides leadership and guidance; assists in the development of a variety of instructional materials; performs a variety of regular clerical duties, such as filing, typing or duplicating materials; maintains student records, attendance and

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files; operates a variety of instructional media, computers, office machines and equipment; maintains discipline in the absence of the teacher; participates in district inservice programs.

OTHER DUTIES

Maintains records of materials and equipment as directed; assists in identifying the learning needs of students, and confers with teacher about these needs; provides an emotional and friendly attitude; assists in preparing displays and bulletin boards; assists in decorating classroom.

QUALIFICATIONS GUIDE

Knowledge of:

- General concepts of child growth and development and child behavior characteristics.
- Techniques used in controlling and motivating students.
- English usage, punctuation, spelling, grammar, and math.
- Routine record keeping.
- General purposes and goals of public education.
- Specific subject area content as required in position assignment.
- Methods for effective cooperation with instructional staff and other adults.
- Safe working methods and procedures.

Ability to:

- Assume responsibility for the supervision of students.
- Learn and utilize basic methods and procedures to be followed in instructional setting.
- Performs routine clerical work and basic arithmetical calculations.
- Demonstrate an understanding, patient, warm, and receptive attitude toward children.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with students, staff, parents, and the general public.
- Demonstrate proficiency in English and a designated second language both orally and in writing.

TRAINING AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Education and Experience: A good general background and work history; some paid or volunteer experience working with children in an educational or child care setting; or any combination of training and experience that could likely provide the desired knowledge and abilities. Minimal typing and computer proficiency is desirable.

Incumbents are encouraged to participate in courses, seminars, and workshops in the area of instructional services, psychology or guidance.

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OTHER REQUIREMENTS

- Possession of a high school diploma or its recognized equivalent.
- Pass the District's adopted Proficiency Examination with a satisfactory score of seventy percent (70%) or higher. (Education Code 45344.5)
- 48 college units transferable to a four year Institution of Higher Learning; or Possession of an AA degree, Bachelor's degree, or higher.
- Incumbents are designated as "Child Care Custodians." (Penal Code 11165.5)
- Sign language may be required in some positions.
- If desired, must be proficient in English and a designated second language.

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