

VISTA UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT I

DEFINITION

Under supervision, to perform a variety of instructional activities; to assist in the conduct of intensified learning experiences; to perform routine clerical and supportive tasks for instructional personnel; and to do other related work as required.

ESSENTIAL DUTIES

- Assist instructional personnel with the presentation of learning materials and in the conduct of instructional exercises.
- Tutor individual students and small groups of students to reinforce and follow up learning activities.
- Monitor and assist students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts by instructional personnel.
- Direct students into safe learning activities and functions, and assist in the shaping of appropriate social behaviors.
- Assist in the management of student behavior through the use of positive strategies and techniques.
- Prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students, including assisting students in the learning center.
- Maintain a variety of records and files, including confidential student records and information.
- Operate and assist students in the operation of a variety of instructional media machines and equipment.
- Administer and score a variety of criterion referenced and general aptitude tests, and record the test results.
- Requisition, store and maintain an appropriate inventory of textbooks, instructional materials, supplies, and equipment.
- Assist in maintaining an orderly, attractive, and positive learning environment.
- Participate, as requested, in parent conferences and other student progress report activities.

QUALIFICATIONS

Knowledge of:

Basic concepts of child growth and development, and developmental behavior characteristics;
Student behavior management strategies and techniques;
Appropriate English usage, punctuation, spelling, and grammar;
Basic arithmetical concepts;
Routine record management, storage, and retrieval systems and procedures.

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Ability to:

Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups;
Communicate effectively in oral and written form in English and a second language, as required by the assignment;
Perform routine clerical tasks and operate a variety of educational and office related machines and equipment;
Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships with children and adults.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting some of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.

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

EXPERIENCE AND EDUCATION

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:

Experience:

Some paid or volunteer experience working with multi-age groups of children.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in child growth and development, instructional technology, or a closely related field.