

# Sweetwater Union High School District

## INSTRUCTIONAL ASSISTANT

### **Purpose Statement**

The job of Instructional Assistant is done for the purpose/s of working with individual and/or small/large groups of students under the supervision of a certificated teacher in the supervision and instruction of students; and providing clerical support to teacher/s and staff.

### **Essential Functions**

- Supports the teacher (e.g. organizing, preparing classroom activities, etc.) for the purpose of providing additional assistance in the classroom to enhance the learning environment for the students.
- Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.
- Assists students, individually or in small groups, with lesson assignments (e.g. read stories, listen to students read, providing writing assistance, reinforce lessons, facilitate activities, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching their academic goals and grade level standards.
- Guides students in independent study (e.g. enrichment work, remedial work, etc.) for the purpose of ensuring student success.
- Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of identifying required assistance and ensuring a safe and positive learning environment.
- Confers with teachers for the purpose of providing input into the evaluation of students' progress and/or implementing/modifying students' objectives.
- Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Performs record keeping and clerical functions (e.g. copying, correcting papers, completing attendance verifications, taking and recording phone calls, etc.) for the purpose of supporting the teacher and/or in providing necessary records/materials.
- Participates in a variety of meetings, workshops, seminars, training, conferences, etc. for the purpose of conveying and/or gathering information required to perform job functions.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with constant interruptions; understand and follow oral and written directions; and monitor, observe and report student behavior and progress according to approved policies and procedures.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. There is a continual opportunity to have some impact on the Organization’s services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under some hazardous conditions.

**Education/Experience**

Any combination equivalent to High School diploma or equivalent and job related experience.

**Required Testing**

Pre-employment Proficiency Test or 48 college credits.

**Certificates & Licenses**

None Specified

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410*

***Paraprofessional Job Description***

*Adopted by BOT 2/19/13*

**Salary Range: 42**