



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<b><u>INSTRUCTIONAL ASSISTANT</u></b>			
<b>DEPARTMENT/SITE:</b> School Site	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit	
	<b>SALARY RANGE:</b>	11 per 2021/2022 Schedule	
	<b>WORK YEAR:</b>	10 Months (206 Days)	
<b>REPORTS TO:</b> Site Principal	<b>FLSA:</b>	Non-Exempt	

#### **BASIC FUNCTION:**

Under the direction of the site administrator, assist a certificated teacher in providing instruction to individual and small groups of students in an assigned learning environment; reinforce instruction in academic, artistic, and physical skills; prepare, duplicate, and distribute instructional materials. The incumbents in this classification assist in providing students with instructional support which directly supports student learning.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Instructional Assistant** classification is the entry-level classification and provides instructional support to students. The **English Language Development Assistant - Bilingual** provides instructional support to limited- or non-English speaking students.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Reinforce instruction to individual and small groups of students as directed by the teacher (may require assisting in computerized instruction); answer questions and assist students with workbooks, drills, and various assignments in math, language arts, social studies, and other subjects; lead groups in reading, spelling, math, music, physical education and/or other learning activities.

Assist the teacher with the preparation and presentation of learning materials for individual students or groups of children.

Perform clerical duties in support of classroom activities such as typing, duplicating, and distributing materials; set up work and play areas; displays, and bulletin boards; assist with maintaining student records as required.

Order, store, and maintain instructional supplies and classroom materials.

Maintain classroom in a sanitary, neat, and orderly manner.

Monitor student conduct in the classroom, on the playground, and other school areas; accompany students to and from school locations and on field trips.

Participate in meetings, conferences, and in-service training programs as assigned.

Assure the health and safety of children by following health and safety practices and regulations; administer first aid and CPR as required.

Administer and score tests; correct homework and papers; record grades and work completed; confer with the teacher regarding student progress and problems.

Operate audio-visual equipment and instructional training equipment, including a computer and assigned software.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Basic child guidance principles and practices.

Basic subjects taught in elementary and upper grades education, if applicable to the assignment.

Computer software utilized in the classroom.

Operation of duplicating machines and instructional equipment.

Correct English usage, spelling, punctuation, grammar, and vocabulary.

Interpersonal skills including tact, patience, and courtesy.

Communication skills.

Basic record-keeping methods.

#### **ABILITY TO:**

Tutor individuals, both manually and utilizing computers, and small groups of children in academic subjects, physical education, music, or other assigned instructional areas.

Provide support and assistance to a teacher in creating an enjoyable learning environment.

Understand and follow oral and written instructions.

Answer questions and assist students in a variety of academic subjects.

Perform basic clerical duties in support of classroom activities.

Communicate effectively with students, staff, and parents.

Establish and maintain cooperative and effective working relationships with others.

Work effectively with school-aged children individually and in groups. .

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and some experience working with children in an organized setting.

### **LICENSES AND OTHER REQUIREMENTS:**

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and a certified Multimedia First Aid Card is required. Online certificates are not accepted. Maintain up-to-date certificates in first aid and CPR.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Classroom environment.

Outside, playground environment.

**PHYSICAL DEMANDS:**

Standing and walking (often on uneven ground) for extended periods of time to monitor and assist students in the classroom and on the playground.

Regularly lift and/or move various items up to 35 pounds and occasionally lift and/or move various items up to 50 pounds.

Bending at the waist, kneeling, squatting, crawling, twisting, crouching, and reaching on a daily basis to perform various activities in a classroom and playground area.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate standard office and classroom equipment and materials.

**HAZARDS:****CLEARANCES:**

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: 03/02/93 Rev 08/97; Rev. 10/01 (CPR/First Aid);

Reallocated (Ewing) 6/12;

10/21 Revised (EH&A / MGT Consulting) / PC & GB: 09/2022