

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT

BASIC FUNCTION:

Under the direction of the Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist teachers with the preparation of instructional materials; tutor students in assigned subject areas.

REPRESENTATIVE DUTIES:

- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments.
- Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials, scoring papers and recording grades; maintain student files as assigned.
- Provide support to the teacher by setting up work areas and displays, operating computer, audio-visual equipment, and distributing and collecting paper, supplies and materials; confer with teachers concerning programs and materials to meet student needs.
- Prepare instructional, motivational and decorative materials such as vocabulary lists, worksheets, games, flash cards, awards and displays.
- Assist with testing activities; record pre and post test information on student and class profiles as directed.
- Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior; oversee lunch break times and after school periods as assigned.
- Operate a variety of office, instructional and audio-visual equipment as assigned.
- Assure the health and safety of students by following health and safety practices and procedures; refer ill and injured students to appropriate personnel and contact parents as required.
- Assist in the organization and activities related to student improvement and achievement awards.
- Maintain the confidentiality of student records and information according to established guidelines.
- Participate in staff meetings; attend various in-service meetings as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Child guidance principles and practices.
- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

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- Basic record-keeping techniques.
- Classroom procedures and appropriate student conduct.
- Operation of office, instructional and audio-visual equipment.

ABILITY TO:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Print and write legibly.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn the procedures, functions and limitations of assigned duties.
- Communicate effectively with children and adults.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Oversee and discipline students according to approved policies and procedures.
- Operate office, instructional and audio-visual equipment.

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

ENVIRONMENT:

- Classroom or learning environment.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information.
- Seeing to monitor children.
- Dexterity of hands and fingers to operate assigned equipment and demonstrate activities.
- Bending at the waist, kneeling or crouching to assist students.
- Reaching overhead, above the shoulders and horizontally.

SALARY:

Placement on the Classified Salary Schedule on Range 10.