

INSTRUCTIONAL ASSISTANT - GENERAL

Purpose Statement:

The job of Instructional Assistant - General is done for the purpose/s of working with individual and/or small 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 students.

Essential Functions

- Administers first aid for the purpose of providing appropriate care for children as assigned.
- Assists students, individually or in small groups, with lesson assignments (e.g. reading stories, listening to students reading, facilitating math activities, motor perception programs, colors, number charts, checks homework, etc.) for the purpose of presenting and/or reinforcing learning concepts and reaching their academic goals and potential.
- Distributes instructional materials (e.g. textbooks, learning package materials, supplies, equipment, etc.) for the purpose of providing students with necessary items and assisting the teacher in the classroom.
- Implements instructional programs, lesson plans and assessments for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Maintains classroom equipment, work area, students files/records (e.g. adapting instructional materials, cleaning work area, taking attendance, checking homework, grading papers, audio visual equipment, bulletin boards, blue card box, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors individual and/or groups of students (e.g. resource center, field trips, classroom activities, etc.) for the purpose of providing a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. copying, correcting papers, attendance, phone calls, etc.) for the purpose of supporting the teacher and/or in providing necessary records/materials.
- Prepares documents in standardized formats for the purpose of providing written documentation and/or conveying information.
- Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.
- Reads to students for the purpose of explaining words/meanings; re-phasing materials and providing learning examples.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; 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 defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. 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; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is some opportunity to effect 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 a generally hazard free environment and in a clean atmosphere.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

Classroom Assistant Proficiency Exam (CAPE)
 Pre-Employment Drug Screening
 Pre-Placement Physical Exam

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
 Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Clsfd 13