

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist in the preparation of instructional materials and implementation of lesson plans; provide routine clerical support.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs; assist with the implementation of lesson plans; read age-appropriate stories to students.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; grade student tests and assignments; record grades; maintain student records and files as assigned.

Provide classroom support to the teacher by setting up work areas and displays, distributing and collecting paper, supplies and materials.

Operate a variety of classroom and office equipment such as copiers, overhead projectors, paper cutters, laminators, computers and assigned software.

Assist students in completing classroom assignments, homework and projects; assure student understanding of classroom rules and procedures; assist students in answering questions, providing proper examples, friendly attitude and general guidance.

Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor activities as directed; oversee groups of students in lunchroom, recess and other playground activities as assigned; report progress regarding student performance and behavior.

Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean, set up, and set out toys and instructional materials.

Attend assigned meetings, conferences and in-services.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Adopted by the Board on January 29, 2008

KNOWLEDGE OF:

- Child guidance principles and practices.
- Safe practices in classroom and playground activities.
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

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.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Read books to students and assist with reading and writing activities as assigned.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Operate standard office and classroom equipment.
- Observe health and safety regulations.
- Perform a variety of clerical duties in support of classroom activities.
- Maintain records and files.

EDUCATION AND EXPERIENCE:

Special Qualifications upon hire for positions at a school site pursuant to the “No Child Left Behind Act of 2001”:

- Complete at least two (2) years of study at an institution of higher education (college level) or forty-eight (48) semester units, including a math and an English class;

OR

- Obtained an associate’s (or higher) degree;

OR

- Pass an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics **OR** reading, writing and mathematics readiness.

One year of paid or volunteer experience working with school-age children desired.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and playground environment.

PHYSICAL DEMANDS:

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

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.