

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: INSTRUCTIONAL ASSISTANT, GENERAL

RANGE: 7

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 for an assigned program; assist teachers with the preparation of instructional materials; tutor students in assigned subject areas.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Tutor individual or small groups of students in an assigned program, reinforcing instruction as directed by the teacher; direct group activities of students as assigned.

Provide support to the teacher by setting up work areas, displays and exhibits, operating equipment and distributing and collecting paper, supplies and materials; assist in planning and development of learning experience for students.

Assist assigned teacher with the implementation of lesson plans; research materials for students and teachers as requested; issue, collect and grade student tests and assignments; record grades or progress data; participate in preparing and maintaining student records such as attendance.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials, answering phones and ordering supplies as needed.

Observe and control behavior of students in the classroom and during outdoor activities according to approved procedures; report progress regarding student performance and behavior to teachers according to established guidelines.

Operate a variety of classroom and office equipment including a computer, copier, typewriter, laminator and others as assigned.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Assist students with developing positive interpersonal relationships with peers and adults.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

May 2014

KNOWLEDGE OF:

Child guidance principles and practices.
Basic subjects taught in schools including arithmetic, reading, writing, grammar and spelling.
Safe practices in classroom and playground activities.
Basic instructional methods and techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Basic record-keeping techniques.
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.

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.
Perform a variety of clerical duties in support of classroom activities.
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 a variety of office and classroom equipment including a computer.
Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, plus 48 semester units post high school or possession of an Associate Arts Degree or higher. A written proficiency test is required for applicants that do not meet the post high school graduation or AA requirements. Sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Lifting moderately heavy objects.
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.