

INSTRUCTIONAL ASSISTANT I
INSTRUCTIONAL ASSISTANT I – BILINGUAL (LANGUAGE)

DEFINITION

Under the supervision of a site administrator and daily work direction of a credentialed teacher(s), provides instructional assistance to individual or small groups of students in a classroom or other learning environment; assists in the supervision of students in the classroom, at lunch, or during play; relieves the teacher of routine clerical duties; and performs other related duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

TYPICAL DUTIES

Instructs individual or small groups of students, as directed by the teacher, in various academic areas such as reading, writing, vocabulary, math, science, computer skills and other subject areas; reinforces lesson concepts and skills or provides remediation of skills by explaining, re-presenting, or guiding activities; explains teacher instructions, activity directions, etc. to students as necessary; guides small group discussions to develop higher-level thinking skills; utilizes teacher provided materials or selects instructional activities and techniques within a limited range consistent with the teacher's lesson plans to meet the needs of individual students. Monitors the classroom to motivate and encourage students to stay on task; follows the teacher's plan for assertive discipline and orderly classroom management; confers with the teacher regarding student performance, progress and problems.

Prepares for daily activities by setting up work areas, displays and exhibits; distributes and collects paper, supplies and materials; prepares instructional materials and tests; types, files, duplicates, assembles, and laminates materials as directed; maintains written and computer records of student progress for the teacher; operates a variety of office and instructional equipment as assigned. Assists in monitoring teacher-prepared written tests/quizzes, and standardized achievement tests; corrects tests, classwork, and homework with objective format using pre-established procedures and norms. Monitors assigned areas such as playground, halls, etc., enforcing safety and appropriate behavior; accompanies students on field trips as assigned; monitors the classroom while the teacher is busy or absent for short periods of time; some positions may require assistance to preschool aged children in such areas as setting up and serving of meals, toileting, general hygiene, etc.; performs other related duties as assigned.

Bilingual

In addition to the above duties, bilingual positions also translate orally and in writing, between English and a designated language. Interprets for the student or the teacher, as required, to assist in delivering core curriculum in the primary language and may serve as translator for the teacher in parent conferences.

DISTINGUISHING CHARACTERISTICS

The **Instructional Assistant I** assists one or more general education classroom teachers by reinforcing lesson concepts and skills in various academic areas according to the teacher's plan. This is the entry-level classification in the Instructional Assistant series. The **Instructional Assistant II** provides instructional assistance in a general education "pull-out" or "walk-in" specialized reading program for students typically below grade level. This level is distinguished by incumbents (who generally report to a program specialist) having more independence and responsibility for obtaining or preparing a variety of instructional material and for planning the conduct of student learning during their sessions. Incumbents must meet these criteria in order to be assigned to this classification. The **Instructional Assistant-Opportunity** provides instructional assistance in an alternative education program (Opportunity) for at-risk students with serious behavioral challenges where the ability to constantly monitor and manage negative behavior issues is a necessary requirement of the position.

EMPLOYMENT STANDARDS

Knowledge of: Reading, writing and mathematics exceeding the 12th grade level; basic principles of child behavior and development.

Ability to: Read, write and speak English proficiently; assist in instructing or assist in instructing readiness for reading, writing and mathematics in a classroom or assigned learning environment; reinforce instruction to individual or small groups of students in an assigned subject area as directed by the teacher; perform basic mathematical computations accurately; work cooperatively and effectively with teachers and follow their directions; work cooperatively with co-workers school staff, parents and others; motivate, gain the cooperation of, and relate well to students as an adult role model; monitor and discipline students according to approved policies and procedures; be flexible and able to adapt to changes in routine and duties; be organized and manage time effectively; maintain records; be reliable in attendance, punctuality, and follow-through; perform routine clerical duties and learn to operate instructional and office equipment; maintain grooming and dress appropriate for job duties and as an adult role model; learn basic instructional methods and techniques, classroom procedures and appropriate student behavior and basic recording keeping techniques. Bilingual positions require the ability to speak, read, and write a designated language in addition to English.

Essential Physical Activities and Work Environment: Sufficient stamina to stand, walk, sit, kneel, squat, bend, crawl, twist and reach on a daily basis to perform various activities in a classroom and playground area; sufficient strength to occasionally lift, move and/or carry various items in the classroom up to 25 lbs (e.g. tables, chairs, A/V equipment, play toys, tricycles, etc.); some positions may require sufficient strength to lift, move and/or carry with or without assistance preschool aged children weighing up to 40 lbs; sufficient visual acuity to read text in a wide variety of typed/written formats and monitor student activities; hearing sufficient to understand normal conversations; clarity of speech sufficient to explain instructional concepts to students and discuss them with adults; finger dexterity sufficient to operate a variety of office equipment, write and grasp, push and pull various light objects and equipment in a classroom setting; mobility sufficient to visit classrooms and other locations on campus. Work is performed in primarily indoor environments but the necessity to go to different locations involves some exposure to the outdoor elements.

Required Background: Possession of a secondary school diploma or its recognized equivalent and one of the following: 1) completion of at least two years of study (minimum 48 semester hours) at an institution of higher education; 2) possession of an associate's (or higher) degree; or 3) passing a rigorous assessment that demonstrates the knowledge of, and the ability to assist in instructing, reading, writing, and mathematics at a level meeting State and Federal requirements.

Paid or volunteer experience working with children is desirable.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.