
**REDDING SCHOOL DISTRICT
JOB DESCRIPTION**

INSTRUCTIONAL ASSISTANT

DEFINITION OF POSITION

Under general supervision, assists in conducting learning experiences for students in assigned areas of study and performs a variety of clerical and supportive tasks for instructional personnel in the conduct of classwork. This position is part of the classified bargaining unit.

EXAMPLES OF DUTIES – Important duties may include, but are not limited to, the following:

1. Assists instructional personnel with the development and presentation of learning materials and instructional exercises;
2. Assists certificated personnel in instructing reading, writing, and mathematics;
3. Tutors students individually or in small groups to reinforce and follow-up in learning activities;
4. Supervises students during classroom activities, in library, on field trips, and at lunch and recess;
5. Assists with the administration of tests;
6. Performs a variety of regular clerical duties, such as filing, typing or duplicating materials;
7. Maintains student records, attendance and files;
8. Operates a variety of instructional media, office machines and equipment.
9. Maintains discipline in the absence of the teacher;
10. Performs other related duties as assigned which are reasonable related to the above.

QUALIFICATIONS

1. Knowledge of reading, writing, and mathematics content;
2. Knowledge of instructional strategies to support student achievement (e.g. modeling, questioning strategies. etc.);
3. Knowledge of effective behavior management strategies;
4. Knowledge of general concepts of child growth and development and child behavior characteristics;
5. Knowledge of techniques used in controlling and motivating students;
6. Knowledge of correct English usage, spelling, grammar and punctuation;
7. Knowledge of routine record keeping;
8. Knowledge of general purposes and goals of public education;
9. Ability to use appropriate instructional materials to make reading, writing, and mathematical subject mater accessible to students;
10. Ability to assume responsibility for supervising students;
11. Ability to learn and utilize basic methods and procedures to be followed in instructional settings;
12. Ability to assist students in specialized learning activities as necessitated by the student's handicap.
13. Ability to perform routine clerical work and basic arithmetical calculations and type;
14. Ability to demonstrate an understanding, patient, warm and receptive attitude toward children;
15. Ability to understand and carry out oral and written instructions;

16. Ability to maintain cooperative working relationships with students, staff, parents and the general public.

PHYSICAL DEMANDS

1. Require vision (which may be corrected) to read small print;
2. Require the mobility to stand, stoop, reach, and bend;
3. May involve ascending and descending ladders, stairs, and ramps;
4. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects;
5. Requires the ability to stand for long periods;
6. Requires the ability to sit and walk for extended periods;
7. Perform work which involves frequent lifting, pushing and/or pulling of objects which may weigh approximately fifty (50) pounds;
8. Subject to inside and occasionally outside environmental conditions;
9. May be required to work at a video display terminal for prolonged periods.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to gain the knowledge, skills, and abilities required of this position would be:

1. Possession of a high school diploma, or its equivalent
2. AA Degree, or 48 college units
3. Possession of a Paraprofessional Certificate
4. One year experience working with school-age children

EDUCATION

Graduation from high school, or its equivalent (required);
AA Degree, or 48 college units, or Paraprofessional Certificate (required).

REQUIRED LICENSES/CERTIFICATES

Paraprofessional Certificate (or 48 college units or AA Degree)

***ADDITIONAL EXAMPLES OF DUTIES AND QUALIFICATIONS SPECIFIC TO SPECIAL NEEDS POSITIONS ONLY (Subject to differential pay)**

Will be required to assist student(s) in various self-help skills such as eating, toileting, care of clothing, ambulation, catheterization, and other such activities to allow the student to participate as fully as possible in a regular school setting. Will be required to maintain a daily log of the administration of any procedure or medication prescribed by a physician. Will be

required to assist students in specialized learning activities as necessitated by the student's handicap.

INSTRUCTIONAL ASSISTANT

Salary Range: B

BOARD APPROVED: March 20, 2012