

BUENA PARK SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT I

DEFINITION:

Under general supervision of the school principal or site administrator, to independently perform a variety of instructional activities; to assist in the conduct of intensified learning experiences; to perform routine clerical and supportive tasks for instructional personnel; and to do other related work as required.

EXAMPLES OF DUTIES:

Assists instructional personnel with the presentation of instructional materials and in the conduct of instructional exercises; tutors individual and small groups of students to reinforce and follow up learning activities; monitors and assists students in drill, practice and study activities as a follow-up to the presentation of instructional concepts by instructional personnel; directs students into safe learning activities and functions, and assists in the shaping of appropriate social behaviors; assists in the management of student behavior through the use of positive reinforcement strategies and techniques; prepares and assists in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students; maintains a variety of records and files, including confidential student records and information; operates and assists students in the operation of a variety of instructional media equipment; may administer and score a variety of criterion referenced and general aptitude tests, and records and develops a profile of the test results; requisitions, distributes and maintains an appropriate inventory of textbooks, instructional materials, supplies and equipment; administers routine first aid and requests assistance for non-routine injury or illness; maintains or assists in maintaining an orderly, attractive and positive learning environment; participates in parent conferences, as requested.

QUALIFICATIONS:

Knowledge of:

Basic concepts of child growth and development, and developmental behavior characteristics; student behavior management strategies and techniques; appropriate English usage, punctuation, spelling and grammar; basic arithmetical concepts; routine record management, storage and retrieval systems and procedures.

Ability to:

Ability to perform essential functions of the job with or without reasonable accommodation; demonstrate an understanding, patient and receptive attitude toward elementary aged students; communicate effectively in oral and written form; perform routine clerical tasks and operate educational and office related machines and equipment; learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment; understand and carry out oral and written directions; establish and maintain cooperative working relationships with children and adults.

EXPERIENCE:

One year of paid or volunteer experience working with elementary age children.

EDUCATION:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in child growth and development, instructional technology, or a closely related field.

CERTIFICATE REQUIREMENT:

Must obtain within six (6) months of employment a first aid certificate issued by the American Red Cross.