

# SWEETWATER UNION HIGH 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 assigned subject areas; assist in the preparation of instructional materials and 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

Assist assigned teacher with the preparation and implementation of lesson plans; assist in the administration of tests; grade student tests and assignments; record grades; maintain student files as assigned.

Assist students in completing classroom assignments, homework, research and projects; assure student understanding of classroom rules and procedures

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; assist in monitoring student attendance.

Read age-appropriate stories to students; explain words and meanings; rephrase materials to enhance student understanding and provide similar learning examples.

Provide classroom support to the teacher by setting up work areas and displays, and distributing and collecting paper, supplies and materials; confer with teachers concerning lesson plans and materials to meet student needs.

Observe and control behavior of students in the classroom according to approved procedures; oversee groups of students in games, bus loading and unloading, field trips and play activities; assure safe outdoor play; report progress regarding student performance and behavior.

Operate a variety of classroom and office equipment including a computer, copier, paper cutter, laminator and audiovisual equipment.

Assist in monitoring inventory levels of classroom supplies and equipment; assist in ordering, receiving and maintaining inventory of supplies and equipment.

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

#### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Child guidance principles and practices.

Safe practices in classroom and playground activities.

Basic subjects taught in District 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.  
Understand and follow oral and written directions.  
Read and explain age-appropriate stories to students.  
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 clerical duties related to classroom activities.  
Maintain records and files.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

Incumbents in this class are required to pass a basic skills proficiency exam or complete 48 college credits.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and playground environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
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.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*