



MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

Title: Instructional Assistant - Classroom

Reports to: Site Principal

Work Year: 10 months, part-time position

Salary Range: 2

Definition: A part-time position under the direction of the classroom teacher to perform a variety of tasks, whereby the majority of time is dedicated to individual or small group student support, and to assist the teacher in enhancing the educational achievement of students.

Representative duties:

- Work with individual students or small groups of students to reinforce new skills initially introduced by the teacher
- Assist in classroom, playground and other activities.
- Assist in managing and directing student behavior
- Monitor and assist students through classroom activities following presentation of instructional materials by the classroom teacher.
- Perform instructional related activities such as correcting tests and homework, preparing instructional materials for general and special needs, assisting the teacher in transitions and specialized demonstrations.
- Perform generalized activities such as maintaining and organizing student records, organizing classroom materials, preparing student work areas.
- Other related duties as assigned.

Ability to:

- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Learn and apply rules and regulations related to assigned school
- Manage behavior in individual and small group settings
- Understand and carry out oral and written instructions
- Maintain calm and patience in stressful situations
- Maintain the confidentiality and security of sensitive information
- Maintain effective and cooperative working relationships with students and staff
- Organize and implement planned activities
- Meet schedules and deadlines
- Appropriately monitor student safety
- Assist with medical and safety emergencies in an effective and calm manner



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Knowledge of:

- Principles of child development and instructional processes

Skills

- Basic clerical functions
- Computer skills in a variety of computer programs
- Operate standard office equipment
- Effective oral and written communication
- Correct English usage, spelling, grammar and punctuation
- Perform basic mathematical calculations

Education:

- A.A. Degree or two years of accredited college credit

Experience:

- At least one year of experience working individually or in small groups, with children in an organized setting.

Physical Requirements: While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear, use hands and fingers; occasionally required to handle, feel or operate objects, reach with hands and arms, stoop, kneel, crouch; must occasionally lift and or move up to 25 pounds; specific vision abilities required by this job include close vision and the ability to adjust focus.