



MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

Title: Instructional Assistant - Learning Center

Reports to: Site Principal

Work Year: 10 months, part-time position

Salary Range: 3

Definition: The Instructional Assistant - Learning Center assists in providing an environment in which student with exceptional needs can have access to the instructional program and available resources. Assists with the implementation of instructional plans for individual students. Performs necessary services required for the physical, social-emotional, and academic needs of students with exceptional needs. The Instructional Assistant - Learning Center will be directed by teachers, the site principal, and Director of Pupil Services in accordance to student IEP goals.

Representative duties:

- Tutors individual and small groups of students to reinforce and follow-up learning activities for individualized educational plans across a variety of settings.
- Assists with instructional related activities such as correcting tests and homework,
- Preparing instructional materials, and organizing and implementing planned activities.
- Supervise students in the classroom, on the playground, during recess and/ or lunch, implementing behavior modification plans and contracts as required.
- Assists students with the use of specialized equipment
- Performs duties related to student's specific disability as may be assigned; taking notes, reading and recording information.
- Act as a liaison between the general education and Learning Center teachers

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
- 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
- Maintain effective and cooperative working relationships with students and staff



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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 and preferably in a special education setting

Physical Requirements: Performs work which is primarily in a classroom or playground setting, may occasionally accompany students and teachers on field trips off school site; requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboards, telephone, common office machines); requires vision (which may be corrected) to read small print; requires the mobility to stand, walk, run, stoop, reach and bend; requires lifting, pushing and or pulling books, supplies, equipment (mobility equipment) students and packages, approximately 50 pounds. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.