

San Rafael City Schools

Position Description

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| Position: Instructional Assistant II | Work Calendar: 181 Work Days |
| Department/Site: School Site | Non-exempt |
| Reports to/Evaluated by: Principal/Designee | Salary Grade: 108 |

Summary

Provides instructional, group and individual behavior, and clerical support to teachers in special education classroom settings, assisting individuals or small groups of students to enhance learning. Assists teachers with instruction and classroom management that occurs in special education and general education classrooms and play field environs.

Distinguishing Career Features

The Instructional Assistant II is the second level career path for instructional support to teachers. The Para-educator I provides instructional assistance to general education classrooms where activities can be carried out by an incumbent who meets competency requirements, namely the passing of a competency assessment. Advancement to level II requires more advanced knowledge, skill, and ability to work with special student populations. Instructional Assistant II are typically assigned to a range of Special Education environments and students who will rotate from special education to general education classrooms. These positions typically have work assignments involving academic, behavioral, and limited custodial health services. Some assignments may require bi-lingual/bi-literate competency. Advancement potential exists to Instructional Assistant III and other higher levels of specialized support. These positions have unique titles, qualifications, and may require special training or certification.

Essential Duties and Responsibilities

- Assists one or more teachers with presentation of learning materials and instructional exercises. Assists in conducting lessons and with other classroom activities such as projects, small group exercises, and independent study.
- Prepares for, and assists with classroom projects and special assignments. Organizes materials and supplies to facilitate use by students, assists students requiring help, offers positive feedback and alternatives, and cleans up work areas following projects.
- Works with individuals or small groups of special education students. Listens to and reinforces instructions given by teachers in reading, spelling, math and other subjects.
- Assists in maintaining order among assigned children in the classroom and school grounds. Oversees students in the classroom, school grounds and gathering areas, field trips, and special events.
- Monitors classroom activities when a teacher is absent from the classroom for a limited time. Accompanies students going from one location to another. Observes and monitors behavior of students within approved procedures and positive reinforcement.

- Reports student academic and behavior progress and performance to teachers. Documents student progress by correcting assignments, administering and scoring criterion referenced tests, recording and charting test scores and curriculum based measurements in reading.
- Assists with preparation of instructional and testing materials. Suggests and may prepare materials that offer alternative approach to facilitate student learning.
- Confers, as needed, with teachers concerning student needs. Alerts teacher to any special problems or information concerning students. Assists teachers and resource staff to develop and evaluate individual and group educational goals and objectives.
- Assists and guides students by appropriate role modeling, emotional support, patience, and friendly, engaging attitude.
- Develops and uses incentives as positive reinforcement. Exercises constant supervision of children. Assesses the need for, and uses appropriate positive behavioral support in accordance with grade level and student's ability to understand.
- Prepares display and bulletin board materials for beautification and decoration of the classroom environment. Assists in maintaining a neat, orderly, and attractive learning environment that supports learning.
- Sets up and operates audiovisual equipment, computers, and other equipment that serves to assist and enhance instructional programs.
- Assists a teacher with attendance recording.
- May assist with loading and unloading of assigned students onto buses, or with lunches and snacks. Assures safety of students following health and safety rules.
- May attend conferences and/or Individualized Educational Plan (IEP) meetings as necessary to observe the connection between therapy and education goals.
- May assist students with personal hygiene matters, which could involve assisting with lavatory and other personal care activities and other basic non-invasive medical procedures.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires basic knowledge of the principles and practices of age appropriate child development and guidance applicable for an educational setting, including those relating to special education. Requires working knowledge of the basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies. Requires a basic knowledge of teaching and instruction and behavior management methods that enhance remedial learning. Requires knowledge of basic clerical and record keeping processes. Requires knowledge of and skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications. Requires sufficient human relation skills to work productively and cooperatively with teachers and

students in formal and informal settings, to exercise patience when conveying information, and demonstrate sensitivity to the special needs of students.

▪ **Abilities**

Requires the ability to assist teaching staff with implementation of instructional goals and activities. Requires the ability to assess the needs of individual students and develop programs to meet those needs. Requires the ability to interact with teachers, parents, and specialists in order to carry out assigned duties. Requires the ability to oversee students, administer assignments and tests, and perform general clerical tasks. Requires the ability to make informal presentations to individual and small groups of students and assist with demonstrations of assigned subject matter to classroom sized groups. Requires the ability to maintain confidentiality and impartiality when dealing with private and sensitive information. Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.

▪ **Physical Abilities**

Requires the ability to perform indoors in an office and/or classroom/laboratory environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

▪ **Education and Experience**

The position requires a high school diploma or equivalent and successful completion of a competency assessment demonstrating knowledge and ability to assist in instructing reading, writing, and mathematics. Completion of at least 48 college credit hours may substitute for the competency assessment.

▪ **Licenses and Certificates**

May require a valid driver's license. Compliance with District skill/competency requirements. May require a valid First Aid/CPR card.

▪ **Working Conditions**

Work is performed indoors and outdoors with some, yet infrequent exposure to health and safety considerations.

SRCS does not discriminate in any of its policies, procedures, or practices relating to employment, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Veteran status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all basis of discrimination will apply to both education services and employment.

CSEA Approved: June 8, 2022
Board Approved: