

## San Rafael City Schools

## Position Description

<b>Position:</b> Instructional Assistant I	Work Calendar: 181 Work Days
Department/Site: School Site	Non-exempt
Reports to/Evaluated by: Principal/Designee	Salary Grade: 106

### Summary

Assists one or more teachers with one-on-one or small group tutoring and/or in the direct care, supervision, and support of the children in a classroom setting. Maintains and prepares classroom materials, attendance records, health forms, and student files. Provides instructional assistance that reinforces learning to individuals or small groups of students.

### Distinguishing Career Features

The Instructional Assistant I provides instructional assistance to general education classrooms and/or for subject matter tutoring, where activities can be carried out by an incumbent who meets the District's requirements, namely the passing of a competency assessment in reading, writing, and mathematics. This position may require 6 semester units of early childhood education curriculum. It is the first and entry level in the career path. Advancement to level II requires more advanced knowledge, skill, and ability to work with special student populations. Advancement to Instructional Assistant II requires assignment 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, therapeutic, behavioral, and medical dimensions. Certain assignments may require bi-lingual/bi-literate competency. Advancement potential exists to higher levels of specialized support. These positions may have unique titles, qualifications, and require certification based on the need to provide specific services to students.

### Essential Duties and Responsibilities

Incumbents in this position are qualified to perform all of the essential duties and responsibilities, however, may concentrate on a few depending on the needs of the teacher and school site administrators.

- Assists an instructor to implement lesson plans by providing positive learning experiences for children.
- Provides subject matter tutoring in areas such as but not limited to Limited English Proficiency, Basic Skills, and classroom subject matter.
- Assists the instructor in maintaining classroom discipline by observing the activities of the children and maintaining order in or out of the classroom setting.
- Monitors classroom activities when a teacher is absent from the classroom for a limited time. Accompanies students going from one location to another. Observes, monitors, and controls behavior of students within approved procedures.
- Gives children individual and special attention each day. Responds to each child's particular needs and characteristics. Insures that all children receive equal attention.

- Assists a teacher with attendance recording.
- Reports to the instructor any signs of illness or distress observed in the children. Aids in dealing with the situation, as appropriate.
- Sets up and arranges supplies and equipment in the classroom as directed.
- Performs clerical duties such as, but not limited to, preparation of correspondence, teaching aids, labels, charts, bulletin boards, and displays.
- Assists a teacher with grading and recording assignments.
- May attend conferences and/or Individualized Educational Plan (IEP) meetings as necessary to observe the connection between therapy and education goals.
- 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. 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 methods. 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, students, and parents in formal and informal settings, to exercise patience when conveying information, and demonstrate sensitivity to the needs of students. May require knowledge of and competency in a second language.

### **▪ 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 and recognizes socioeconomic and cultural differences among children. Requires the ability to balance emotional support and discipline and deal with common behavior problems.

### **▪ 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, furniture, etc., of light-to-medium weight (under 50 pounds) on an intermittent basis.

▪ **Education and Experience**

The position requires the equivalent of a high school diploma plus experience working with students in a classroom or equivalent environment and successful completion of a rigorous competency exam. Incumbents assigned to pre-school environments will be required to have 6 credit hours of early childhood education curriculum.

▪ **Licenses and Certificates**

May require a valid driver's license. Approved competency examination. 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 such as exposure to communicable diseases and physical effort.

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**CSEA Approved: June 8, 2022**

**Board Approved:**