

AMADOR COUNTY OFFICE OF EDUCATION  
COURT SCHOOL INSTRUCTIONAL ASSISTANT

DEFINITION

Under supervision, to assist teachers in classroom operations; to instruct regularly placed students individually and in small groups; to perform clerical duties; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class are established principally to relieve teachers of certain instructional tasks and routine details which tend to be non-instructional in nature. Incumbents perform their tasks with some independent judgment within a limited number of standardized procedures. Some positions in this class assist teachers in providing close attention to special education students having emotional or other learning interruptive problems including dyslexia and hyperactivity. Students may be limited in number and may display learning disabilities that require individual attention within a normal classroom setting. Incumbents may assist students with individualized, programmed materials concentrating on social and academic development. Instructional Assistant positions are distinguished from Laboratory Assistant classes in that they work under the direct supervision of a classroom teacher providing instructional support in a regular classroom. The duties which are cited below present the full range of duties which may be assigned, and no single incumbent will ordinarily be expected to perform all of them.

EXAMPLES OF DUTIES

- Listens to and drills students in reading, spelling, mathematics and other subjects according to instructions and guidance from a teacher;
- Assists students by providing an example in a variety of areas: Communication, computation, self-control and cooperation;
- Helps students to learn how to sequence tasks;
- In accordance with established guidelines, uses teachers' methods as a pattern to individualize instruction by matching instruction to needs of each learner;
- Supervises classroom and outdoor playground activities to direct students into safe activities and relationships;
- Helps students to relate to individuals and groups who are in a special education program;
- Assists students to be self-reliant;
- Helps students to learn normal oral speech patterns by helping them produce sounds, words and sentences;
- Helps students learn to be aware of their personal appearance and how to take care of personal needs;
- Performs a variety of routine clerical and record keeping activities, such as taking roll, collecting monies, filling out forms and applications and correcting papers;
- Observes activities of students and assists the teacher in maintaining order;
- Sets up and arranges supplies and equipment in the classroom for student use;
- Prepares labels, charts, bulletin boards and displays as instructed;
- Decorates classrooms;

AMADOR COUNTY OFFICE OF EDUCATION  
COURT SCHOOL INSTRUCTIONAL ASSISTANT

- Administers make-up tests;
- Operates various office equipment, such as a typewriter and photocopy machine;
- Operates audiovisual equipment;
- Observes and records students behavior and other significant data;
- Runs errands for teachers;
- Counts, records, dispenses and shelves books and instructional materials;
- Corrects tests;
- Demonstrates use of teaching aids to students;
- Prepares instructional aids, such as tapes, games, worksheets and displays;
- Checks records and informs the teacher on progress or problems;
- Checks reading and instructional materials in and out to students;
- Measures, cuts and counts supplies for projects;
- Gives instruction in how to play games;
- Administers basic first aid, as needed;
- Performs incidental housekeeping tasks, such as arranging objects, putting things away, cleaning tables, chairs and work areas;
- Videotapes students and learning activities;
- Supervises students on field trips;
- Assists students to learn address, telephone number and other necessities;
- Prepares book orders;
- Types communications to parents, as well as other materials;
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

Practical learning patterns and behavior;  
Elementary concepts of child development and of behavior characteristics;  
General needs and behavior of children;  
Correct English usage, spelling, grammar and punctuation;  
Reading and writing in English;  
Operation of standard office equipment;  
Number concepts;  
Record keeping techniques;  
Phonics and basic reading principles;  
Appropriate safety precautions and procedures.

CERTIFICATION REQUIRED:

Standard CPR and First Aid

AMADOR COUNTY OFFICE OF EDUCATION  
COURT SCHOOL INSTRUCTIONAL ASSISTANT

Ability to:

Communicate with students and motivate them to participate in learning activities;  
Learn to teach in special subject matter areas or to teach students who have special learning needs by watching teachers or specialists;  
Learn and adapt new procedures and conditions;  
Apply knowledge and practices with judgment;  
Recognize hazards to safety;  
Learn laws, rules, practices and procedures related to public education and related to the program to which assigned;  
Perform routine clerical work;  
Maintain accurate records;  
Supervise students in classroom, on field trips and out-of-doors;  
Understand and carry out oral and written instructions;  
Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

No Child Left Behind (NCLB) compliant (possession of an AA degree or 48 semester units from an accredited college, or a passing score on the District NCLB Exam)

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience performing child supervision and behavior monitoring duties.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Lifting, pushing and/or pulling objects normally does not exceed 50 pounds and is an infrequent aspect of the job.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Salary Level:

Range 26 of the ACOE Classified Salary Schedule.