

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT (Range 8)**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or small groups of students in an assigned classroom or lab setting; monitor and report student progress.

#### **REPRESENTATIVE DUTIES:**

Tutor individuals or small groups of students in an assigned classroom or lab setting; reinforce instruction as directed by the teacher. *E*

Prepare lessons as directed by the teacher; administer and score a variety of tests according to established guidelines. *E*

Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior. *E*

Perform routine clerical duties such as preparation of instructional and classroom materials; operate laminator, computer, thermofax or copier as assigned. *E*

Provide support to the teacher by setting up work areas, displays and exhibits, taking attendance, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies. *E*

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance. *E*

Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned. *E*

Confer with teachers concerning programs and materials to meet student needs as needed.

Participate in meetings and in-service training programs as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.

Lab equipment as assigned by the position.

Safe practices in classroom and playground activities.

Child guidance principles and practices.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

**ABILITY TO:**

Assist a certificated teacher with assigned instructional activities.

Assist with instruction and related activities in a classroom or assigned learning environment.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Perform routine clerical duties in support of classroom activities.

Print and write legibly.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Learn procedures, functions and limitations of assigned duties.

Learn to apply and explain policies and procedures related to school and program activities.

Monitor, observe and report students' behavior according to approved policies and procedures.

Operate instructional, computer lab and other office equipment as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and some experience in working with children in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

High school diploma or equivalent and must meet one of the following requirements:

- Two years of higher education study (48 semester units); OR
- Associate's or higher degree; OR
- Pass equivalent academic assessment test that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.

**WORKING CONDITIONS:****ENVIRONMENT:**

Classroom environment.

**PHYSICAL ABILITIES:**

Seeing to monitor student behavior during classroom activities.

Hearing and speaking to exchange information related to classroom assignments.

Bending at the waist, kneeling or crouching to assist students.

Standing and walking for extended periods of time.