

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
INSTRUCTIONAL ASSISTANT**

DEFINITION:

Under supervision, to prepare materials and set up classrooms for training and instruction. Participates and assists in lesson planning and carrying out supervisor assigned tasks to reinforce instruction and/or tutor pupils. Performs a wide variety of related tasks to assist and care for children while they are under supervision of the school.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Assists certificated staff in classroom programs and training by reinforcing instructions and providing behavioral examples in social, emotional, and functional skills adapted to the handicapped. Interacts with pupils in their activities, encouraging performance, observing progress, and sharing observations with teacher.
- Participates in lesson and program planning, staff meetings, and conferences. Enters into a helping relationship with the pupil under the supervisor's direction to foster learning in an atmosphere of acceptance.
- Supports the goals and objectives of classroom activities by preparing materials, obtaining required supplies or equipment; actively works with pupil during an activity, and assists with clean-up after an activity. Provides necessary supervision in such activities as field trips, rest time, playground, meal service, and departure of children.
- Reinforces training and/or instruction by tutoring students in motor and perceptual skills and work training programs. Assists in the grading and correction of work activities and maintenance of required records and other paperwork requirements.
- Follows accepted principles, practices, rules, and regulations in regard to feeding, toileting, lifting, and caring for special education students.
- Performs other duties as assigned, requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.
- Drive occasionally for department business (optional).

QUALIFICATIONS:

Knowledge of:

- Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs.

- Behavior management strategies and techniques relating to pupils experiencing atypical control problems.
- Appropriate English usage, punctuation, spelling, and grammar;
- Basic arithmetical concepts.
- Routine record storage, retrieval, and management procedures.

Skill and Ability to:

- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting specialized needs.
- Appropriately manage student behavior and guide student toward more acceptable social behaviors.
- Communicate effectively in oral and written form.
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with children and adults.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

One year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment.

Education:

Equivalent to the completion of the twelfth grade, preferably with training or coursework in child growth and development, special education, instructional technology, or a closely related field.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve running, walking, or standing for brief periods.

- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.