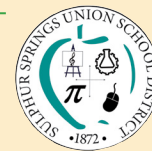


# Sulphur Springs Union School District

## Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School  
Leona Cox Community School  
Pinetree Community School

Fair Oaks Ranch Community School  
Mint Canyon Community School  
Sulphur Springs Community School

Golden Oak Community School  
Mitchell Community School  
Valley View Community School

## INSTRUCTIONAL ASSISTANT

### DEFINITION

Under supervision, to assist teachers in classroom operations; to assist teachers in instruction and the reinforcement of instruction of students individually and in small groups in accordance with instructions; to provide instructional record keeping support; to perform routine clerical duties; and to perform related work as required.

### CLASS CHARACTERISTICS

This is a broad working level instructional support class. Positions assigned to this class assist classroom teachers and instructional specialists in a variety of programs and instructional settings. Incumbents have as a primary and continuing assignment the support and reinforcement of instruction designed and planned by a professional staff member and the performance of routine instructional-related clerical work. Incumbents may be assigned to specialized learning programs and may learn the characteristics of the program through on-the-job training and workshop attendance, however, the entrance requirements of all positions in this class are highly similar, except where personality may be a factor in the final selection. Positions in this class are differentiated from Instructional Assistant - Bilingual positions in that positions which are designated as "Bilingual" require an employee who is certified as bilingual and/or bi-literate in one or more designated languages, in addition to English. Positions are differentiated from Instructional Assistant - ESL by the assignment of positions in the ESL class to operate a learning center instructional program in a location outside a classroom and the presence of a teacher.

### EXAMPLES OF DUTIES

*The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.*

As assigned by the instructional professional, work with students individually and in small groups to read and discuss what was read; to complete arithmetic assignments and drill on facts; to review spelling words, sound words phonetically, and complete spelling assignments; to practice writing skills; to assist students in keyboarding and the use of computers and ancillary equipment in the classroom, library and other learning centers; to assist students in English language acquisition; to reinforce teacher lessons and encourage students; to collect homework; to pass out class work; to present enrichment instruction/projects under the guidance of the classroom teacher; and to read to class and groups; monitor and correct student behavior; discuss student progress with teacher.

Assist classroom teacher in preparation for and presentation of lessons to students; set-up learning areas and projects; prepare material for games and projects; put up and take down bulletin boards and classroom displays; display student work; assign class work and homework in accordance with teacher's plans; set up and operate audio visual equipment turn on computers; format, label and make back-up computer disks, print student reports of computer-assisted instruction.

Administer and score tests using answer key; record test results. Correct student work, compute and record grades in accordance with instructions provided by teacher; file work in student portfolios.

Monitor, assist, and direct the work of students; implement/maintain program activities and decorum in the temporary absence of teacher; support substitute teachers in the implementation of classroom instruction and individual student instructional programs.

Monitor students while on playground during recess and lunchtime; instruct students in playground sports; console children and give basic first aid assistance for injuries (such as, minor bumps and scratches that do not require further care), request appropriate assistance for more serious injury or illness; monitor students as they arrive and leave school and wait for busses and parent transportation; accompany and supervise students on field trips; participate in physical activities with assigned students.

Instruct and model appropriate social behaviors.

Maintain student absence records; prepare and send notices of unsatisfactory behavior; contact parents to report absence and behavior problems; maintain class lists and student data using manual and automated record keeping; answer telephone; laminate instructional materials; prepare requisitions for classroom supplies and materials; type forms and letters; inventory classroom materials and equipment.

Provide physical assistance to students, when necessary; assist disabled students with specialized equipment.

Participate in disaster preparedness drills.

Assist in maintaining an appropriate instructional environment by organizing materials, cleaning up work areas after learning activities, putting materials away after use, cleaning sink and desk and table tops, emptying trash and sweeping floors; pack materials for storage during off track periods; unpack materials and prepare classroom for student use.

Guide and assist parent volunteers.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.