

**RIVER DELTA UNIFIED SCHOOL DISTRICT  
INSTRUCTIONAL ASSISTANT I**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To assist a certified teacher by providing instructional support to students in the classroom; to assist in maintaining a safe environment in the classroom and on the playground; and to performing related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level class in the Instructional Assistant series. This class is distinguished from the Instructional Assistant II, which requires the performance of more complex tasks and duties assisting students in the classroom and providing support to teachers which require ability to work with written materials and prepare written reports. This class differs from the Instructional Assistant III in that the latter requires additional training for assisting students that have learning or physical disabilities.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned teacher.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Assist teachers in the classroom; circulate in the classroom and work with students requiring additional assistance.
2. Collect student homework and test papers; collect papers.
3. Provide clerical assistance to teachers, including copying, filing and related clerical functions.
4. May supervise students during the lunch hour, on the playground, and meeting the school bus; enforce school and District rules and regulations; recommend disciplinary actions, as necessary.
5. May contact parents for teachers; set up conferences or provide information on student behavior; check on or verify student absences.
6. Provide clerical assistance to teachers, including copying, typing, filing and related clerical functions; compile material for lesson plans.
7. May supervise students during the lunch hour, on the playground, and meeting the school bus; enforce school and District rules and regulations; recommend disciplinary actions, as necessary.
8. Assist in set-up and serve during morning nutrition.
9. May contact parents for teachers; set up conferences or provide, information on students behavior.

**Marginal Functions:**

1. Ensure a safe and clean learning environment for students.
2. Prepare displays.

## **QUALIFICATIONS**

### **Knowledge of:**

Effective methods of controlling student behavior.  
Basic English, grammar and arithmetic.  
Modern office methods, procedures and equipment.  
Basic first aid and CPR.

### **Ability to:**

Supervise students.  
Work effectively with students.  
Follow oral and written instructions.  
Communicate effectively with adults and students.  
Maintain emotional control in difficult situations; effectively react to emergencies.  
Encourage positive learning pattern and behavior.  
Perform routine clerical work.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain effective audio-visual discrimination and perception needed for successful job performance.

## **EXPERIENCE AND TRAINING GUIDELINES**

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

### **Experience:**

Some experience working with children.