

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

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 perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Instructional Assistant series. This class is distinguished from the Instructional Assistant I by the performance of the 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 required 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. Work with students on different subject matters, including spelling, reading, and written language; tutor students in study skills, test taking, homework preparation, and other study techniques; motivate students.
3. Perform record keeping functions in the classroom, including taking attendance and lunch counts; record absences and accept notes from parents.
4. Collect student homework and test papers; collect papers and record grades; assist in preparing progress reports.

Marginal Functions:

1. Ensure a safe and clean learning environment for students.
2. Prepare displays.
3. Assist in set-up and serve during morning nutrition.

QUALIFICATIONS

Knowledge of:

Effective methods of controlling student behavior.

Basic English.

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 patterns and behaviors.

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.