



HARMONY UNION SCHOOL DISTRICT
Job Description
Instructional Assistant

Job Classification:	Instructional Assistant
Work Location:	Harmony Elementary & Salmon Creek School
Job Range:	Range A
Calendar:	11 Month / 183 Contract Days
Immediate Supervisor:	Site Administrator
Date of Last Adoption:	12/15/2011

General Job Description

The Instructional Assistant works with the classroom teacher to provide a variety of instructional, clerical and supervision activities for students. Often the assistant is required to assist one or more teachers. The assistant normally works in a classroom setting providing instructional assistance to individual students, small groups, and provides teacher support. The assistant may be assigned by the site administrator to different learning environments based upon their skills and training. The Instructional Assistant is expected to work cooperatively with teachers and staff in the development and implementation of learning activities, instructional materials, and tests to measure and enhance student learning experience.

Duties and Responsibilities

- Assists the teaching staff in administering a variety of district and state assessments within the assigned classrooms.
- Provides supervision and maintains a calm and safe environment in the classroom, on the playground, in the cafeteria, and other student occupied spaces.
- Provides supervision and maintains a calm and safe environment prior to and after the school day according to school supervision schedule or as directed by administrator.
- Assists the classroom teacher with general clerical needs such as the duplication of worksheets and handout materials.
- Communicates in an effective and timely manner with teachers regarding observed issues and needs pertaining to individual students.
- Assists in maintaining a productive learning environment to support student engagement and positive student behavior
- Support students during emotional challenges
- Support student behavioral interventions
- Assists students as appropriate with daily learning materials and assignments.
- Provides assistance as assigned by the teacher in core curriculum and content areas with individual students or small groups of students.
- Assist with student transit and meal pickup to and from cafeteria
- Demonstrates prompt and consistent attendance in order to assist students and teachers with classroom instruction.
- Assist with activities and the school garden program as assigned

Supervision

The Instructional Assistant is directly responsible to the site administrator who sets work schedules and provides for the assistant's annual evaluation. When assigned to a particular classroom teacher the assistant is expected to take direction from the teacher within the guidelines of the job description and classified contract.

Education, Experience and Qualifications

- High school graduate or its equivalent
- Effective language skills for working with TK-8 students.
- Ability to pass the legally required proficiency test administered by the county office of education.
- Has effective mathematical skills and knowledge for working with TK-8 students.
- Has a basic knowledge and ability to perform basic clerical skills including the use of word processing and copying equipment.
- Ability to communicate effectively with teachers, students, parents and staff orally and in writing.
- The ability to maintain effective and supportive working relations with teachers, students, school officials, parents and members of the community who visit or volunteer in the schools.
- The ability to understand and follow oral and written instructions and requests.
- Possesses a general working knowledge of student learning styles, challenges and needs.
- Has a compassionate and supportive approach toward working with students.
- Has the ambulatory ability to assist with outdoor activities and campus supervision.
- Possess auditory and visual abilities to effectively assist students with reading, speaking and other visual learning activities.
- Ability to use a copier and other office equipment
- High school graduate or its equivalent
- Possess a valid, current CPR certificate.
- Clear the state required fingerprint and TB clearance.
- It is preferred that the assistant has advanced to community college level or technical school courses.