

## **Goleta Union School District**

### **Instructional Assistant**

#### ***Basic Function***

Under the direction of a Principal, perform a variety of instructional activities to assist in the conduct of intensified learning experiences; perform routine clerical and supportive tasks for instructional personnel.

#### ***Representative Duties***

Assist instructional personnel with the presentation of learning materials and in the conduct of instructional exercises. E

Check in homework assignments; assist students with assignments. E

Tutor individual students and small groups of students to reinforce and follow-up learning activities. E

Monitor and assist students in drill, practice and study activities as a follow-up to the presentation of instructional concepts by instructional personnel. E

Direct students into safe learning activities and functions, and assist in the shaping of appropriate behaviors; assist in the management of student behavior through the use of positive reinforcement strategies and techniques. E

Prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students. E

Maintain a variety of files and records, including confidential student records and information. E

Operate and assist students in the operation of a variety of instructional media machines and equipment. E

Administer and score a variety of criterion referenced and general achievement tests, and record test results as assigned.

Requisition, distribute and maintain an appropriate inventory of textbooks, instructional materials, supplies and equipment as assigned.

Maintain or assist in maintaining an orderly, attractive and positive learning environment.

Participate in parent conferences as requested.

Drive an automobile to multiple assignment locations or to transport students as assigned.

Perform related duties as assigned.

#### ***Knowledge and Abilities***

##### *Knowledge of:*

Basic concepts of child growth and development, and developmental behavior characteristics.

Student behavior management strategies and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic arithmetic concepts.

Routine record management, automated data storage, and retrieval systems and procedures.

##### *Ability to:*

Demonstrate an understanding, patient and receptive attitude toward students of varied age groups.

## **Instructional Assistant**

Communicate effectively both orally and in writing.

Perform routine clerical tasks.

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 an educational environment.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school supplemented by course work or training in child growth and development, instructional technology or closely related field and one year of experience working with elementary age students.

### ***Licenses and Other Requirements***

Some positions in this classification may be required to possess a valid California Driver License. Satisfactory completion of the District Instructional Assistant Competency Exam.

### ***Working Conditions***

#### *Environment*

Indoor environment.

Driving a vehicle to conduct work as required by position.

#### *Physical Demands*

Standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

#### *Hazards*

None