

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: INSTRUCTIONAL ASSISTANT

SALARY: RANGE 17 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment; assist in the preparation of instructional materials and implementation of lesson plans; provide routine clerical support.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs; assist with the implementation of lesson plans.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; grade student tests and assignments; maintain student records and files as assigned.

Assist students in completing classroom assignments, homework and projects; ensure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Assist students with spelling and writing exercises and assignments.

Assist students with computer lab functions individually or in small groups as assigned by the position; tutor students regarding assigned software and activities.

Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor activities as directed; report progress regarding student performance and behavior.

Assist assigned teacher with the implementation of lesson plans; prepare mandated reports and documentation as required; create posters, charts and other media to facilitate the completion of the teacher's lesson plan.

Operate a variety of classroom and office equipment including a computer, copier, overhead projector and laminator as assigned.

Provide classroom support to the teacher by setting up work areas and displays, and distributing and collecting paper, supplies and materials; replenish supplies including pencils, paper and other materials as required.

Ensure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Attend meetings and in-services as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- ▶ Child guidance principles and practices.
- ▶ Safe practices in classroom activities.
- ▶ Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- ▶ Basic instructional methods and techniques.
- ▶ Classroom procedures and appropriate student conduct.
- ▶ Operation of standard office and classroom equipment.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.

ABILITY TO:

- ▶ Assist with instruction and related activities in a classroom or assigned learning environment.
- ▶ Reinforce instruction to individual or small groups of students as directed by the teacher.
- ▶ Perform a variety of clerical duties in support of classroom activities.
- ▶ Assist in the preparation of instructional materials and implementation of lesson plans.
- ▶ Read books to students and assist with reading and writing activities as assigned.
- ▶ Monitor, observe and report student behavior and progress according to approved policies and procedures.
- ▶ Observe health and safety regulations.
- ▶ Complete work with many interruptions.
- ▶ Answer telephones and greet the public courteously.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Make arithmetic calculations quickly and accurately.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of reports, records, and files.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience working with children in an organized setting.

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Classroom environment.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate standard office and classroom equipment.
- ▶ Seeing to read a variety of materials and monitor student activities.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

***For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer:
Assistant Superintendent – HR; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.***