

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT

BASIC FUNCTION:

Under the direction of a Principal, assist a certificated teacher in providing instruction to individual or small groups of students in a classroom; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as assigned.

REPRESENTATIVE DUTIES:

Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and supervise student drills, practices and research.

Prepare lessons as directed by the teacher; monitor and score a variety of tests.

Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.

Supervise student activities including field trips as required; supervise the loading and unloading of students on school buses as assigned.

Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials, scoring papers and recording grades.

Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.

Confer with teachers concerning programs and materials to meet student needs.

Assist certificated personnel in protecting the health and safety of students by following health and safety practices and procedures.

Direct group activities of students as assigned; may supervise students in lunchroom or on playground during lunch period.

Participate in meetings and in-service training programs as assigned.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Reading and writing communication skills.
Oral and written communication skills.
Interpersonal relations skills using tact, patience and courtesy.
Record-keeping techniques.
Classroom procedures and conduct.

ABILITY TO:

Assist with instruction and related activities of the assigned learning environment.
Perform clerical duties such as filing, duplicating and maintaining simple records.
Print and write legibly.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Learn the procedures, functions and limitations of assigned duties.
Communicate effectively with children and adults.
Learn and follow applicable rules, regulations, policies and procedures.
Work cooperatively and effectively with others.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Supervise and discipline students according to approved policies and procedures.
Operate instructional and office equipment.
Enlist the support, interest and participation of students.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination.

WORKING CONDITIONS:

Classroom environment. Subject to exposure to a variety of illnesses.