

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Instructional Assistant

DESCRIPTION OF BASIC FUNCTION:

To assist teachers in the instruction, supervision, and training of individuals or groups of students by performing a variety of instructional support activities related to an effective learning environment.

SUPERVISOR: Principal or designee

TYPICAL DUTIES: Regular Instructional Assistants or Bilingual Instructional Assistants may be asked to take on any of these responsibilities.

1. Establish and maintain positive relationships with students, teachers, fellow IAs, school administrators, and other staff members.
2. Employ a broad range of instructional techniques to retain student interest and maximize learning.
3. Prepare and deliver interventions that promote learning and student engagement across all grade levels. Specific interventions may include individualized and/or small group instruction of the district's reading program, writing program and any other interventions at the appropriate reading/academic levels. This could also include age appropriate math and science interventions.
4. Test general and special education students to group them in the appropriate reading and/or intervention groups that will meet their needs in reading accuracy, fluency, spelling, and comprehension.
5. Recognize the need for adjustment in intervention groups so students will be in the most effective reading situation.
6. Provide certificated staff with information on student progress through observation, daily contact, and maintenance of accurate student progress records, such as placement and mastery tests, and intervention logs.
7. Monitor and/or administer the ELPAC test for grades TK-8.
8. Assist with preparation of ELPAC materials.
9. Provide technical support of students on technology devices.

EMPLOYMENT STANDARDS:

Knowledge Of:

Safe practices in classroom environment

Interpersonal communication skills using tact, patience, and courtesy

Age appropriate methods of tutoring and motivating students

Proper use of English, spelling, and grammar

General use of computers and other office equipment when needed

Ability To:

Demonstrate proficiency in reading, writing, and mathematical skills

Supervise students in a variety of situations and settings

Establish and maintain accurate test/assessment records

Communicate effectively in both oral and written forms

Be adept at managing multiple responsibilities simultaneously while meeting deadlines

EDUCATION:

High school diploma or equivalent and pass the instructional assistant exam

CERTIFICATIONS AND OTHER REQUIREMENTS:

First Aid Certification

CPR Certification

Criminal Justice fingerprint clearance

Provide TB test clearance

PHYSICAL DEMANDS:

Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs

Board Approved: March 21, 2018