

## Instructional Assistant

The goal of Geyserville Unified School District is to provide the leadership needed to ensure that systems and operations run as smoothly as possible enabling staff and students to go about exemplary teaching and learning. An additional intention is to build upon the strengths of those staff members and utilize their skills and talents to assist with this goal.

### Position Overview:

Under the direction of the classroom teacher and the supervision of the site administrator, the Instructional Assistant performs the necessary duties to assist in assigned instructional areas to meet the individual and collective needs of students and to assist in the daily operation of the classroom.

### General Duties:

1. Provide support to classroom teacher in implementing programs for basic skills.
2. Assist the teacher in implementing programs for basic skills.
3. Enforce classroom and school-wide rules.
4. Assist the teacher in preparation and maintenance of instructional materials and equipment.
5. Provide individualized and/or group tutorial services for assigned students.
6. Assist with the maintenance of classroom academic records.
7. Supervise students during recess as assigned.
8. Assist with the breakfast program on a scheduled basis, if so assigned.
9. Establish and maintain cooperative relationships with students, staff, parents, guardians, and the public.
10. Present a positive image of the District to the public and community.
11. Maintain confidentiality of school related information.
12. Perform other related duties, as assigned.

### Prohibited Duty:

The Instructional Assistant shall not be used as a substitute classroom teacher, unless they are in possession of a valid, applicable California substitute-teaching permit and are hired as a substitute teacher.

### Other Responsibilities & Standards:

1. Knowledge of English usage, grammar, spelling, punctuation, vocabulary and basic mathematics
2. Knowledge of general classroom procedures
3. Knowledge of instructional methods and techniques
4. Knowledge of acceptable safety practices in a school setting
5. Ability to assist with learning activities
6. Ability to prepare routine clerical work
7. Ability to understand and carry out oral and written directions
8. Ability to work independently with routine guidance
9. Ability to assist in developing lesson plans and teaching aids
10. Ability to understand the basic academic needs of children
11. Ability to gain the confidence of children and maintain the confidentiality of student and school related information

12. Ability to assist the teacher in maintaining an orderly learning environment
13. Ability to operate basic equipment such as telephone, copier, computer and calculator
14. If on a bilingual assignment, strong ability to read write and speak in primary language of student and/or parents must be demonstrated and maintained.
15. Ability to perform physical tasks required of the position with sufficient strength, agility and skill level.

**Education Required:**

High school diploma or equivalent.

Completion of at least two years of study at an institution of higher education **OR** Possession of an Associate's Degree or higher **OR** demonstration of proficiency and ability to assist in instructing reading, writing and mathematics by passing a recognized local, county or state assessment of these skills with a passing score. (Test must evaluate skills and knowledge equivalent to or in excess of the district requirement for a student to graduate at the high school level.)

**Credentials / Training Required:**

Any combination of training and experience which would provide the necessary knowledge, abilities and skills required to fulfill the above listed duties.

Mandated/ongoing training on various related topics is required.

Possession of a valid CPR/First Aid certification.

Negative TB Test.

**Experience Required:**

Experience of one or more years in a school or in an environment working with children in youth related activities is desirable.

For bilingual assignments, the ability to communicate effectively and accurately in primary language of the population requiring assistance (student, parent, guardian, etc.) is required.

**Working Conditions:**

Typical classroom environments related to students ranging from Kindergarten through twelfth grade.

**Reports To:**

Teacher of record and site administrator.