

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: INSTRUCTIONAL ASSISTANT I

DEFINITION: Under the direct supervision of the assigned teacher and other certificated personnel, assists in the performance of their duties, supervision of students and instructional tasks.

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:*

- Assist teachers with routine classroom details or clerical duties.
- Assist teachers for the purpose of implementing lesson plans and other classroom activities.
- Maintain routine informational and operational records.
- Prepare reports of work completed and materials used.
- Assist with the work of pupils.
- Conduct learning experiences for students with guidance of teacher.
- Maintain discipline standards established by the school and/or district.
- Assist in the maintenance of records such as weekly plans, calendar of events, accident reports, inventory of equipment, and other records as assigned.
- Meet and work with assigned students at the area designated by the teacher.
- Encourage oral skills and listening skills as appropriate during group lessons.
- Stimulate children's emotional and intellectual development.
- Photocopy teaching materials as needed.
- Order and distribute audiovisual equipment and instructional materials.
- Prepare bulletin boards, charts and displays as instructed.
- Handle correspondence, forms and reports.
- Help teacher in following guidelines of any specially funded program.
- Attend school meetings and workshops as assigned by the school Principal.
- Assist in maintaining a safe and healthful environment.
- Assist with first aid as needed.
- Other duties as assigned.

ESSENTIAL FUNCTIONS, *unique but are not limited to:*

Regular Education Setting

- Assist or tutor an individual student in a specific subject area such as reading, social studies, or mathematics.
- Assist in maintaining a neat, orderly and attractive learning environment.

Physical Education Setting

- Assist in the development, coordination and operation of the physical education program.
- Assist students in physical education skills.
- Supervise games and activities/knowledge of rules and regulations.
- Assist teacher in supervision of locker room as needed.

POSITION TITLE: INSTRUCTIONAL ASSISTANT I, *Continued*

QUALIFICATIONS:

Knowledge of:

- Defined academic subject matter.
- Proper English usage, spelling, grammar, and punctuation.
- Basic arithmetic.
- Safety practices in group or individual activities.
- Modern office equipment.

Ability to:

- Establish relationships with students.
- Develop and maintain cooperative working relations with those contacted in the course of work.
- Work independently on own initiative.
- Perform and/or participate in special areas of instruction.
- Speak and write effectively in English.
- Maintain records.

EDUCATION AND EXPERIENCE:

- Any combination of education and/or experience that would demonstrate possession of the knowledge and abilities listed herein.
- Completion of the twelfth grade.

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing students and reading instructional materials, tests, student records and other printed matter.
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Operate audiovisual equipment, computer, typewriter, copy machine and other office and other equipment used in the course of work with dexterity.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 30 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

POSITION TITLE: INSTRUCTIONAL ASSISTANT I, *Continued*

WORKING CONDITIONS:

- Indoor and outdoor working environment subject to bending, crouching, and kneeling, reaching in all directions.

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license is desirable.
- Valid CPR/First Aid Certification is desirable.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Revised and Approved: Dec. 14, 2006