

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Program Instructional Assistant

DEFINITION: Under the supervision and limited direction of the site administrator, in cooperation with the classroom teacher(s), performs the necessary duties to assist in a specialized program area to meet the individual needs of students in the daily operations of the classroom.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Assists the classroom teacher in maintaining classroom control and in assigned instructional areas to designated students. Interacts with students, encourages their performance, observes progress, and meets instructional needs as they arise
- Assists teachers in the preparation of classroom materials
- Works with students in small groups or on a one-to-one basis, to reinforce skills
- Shares observations of students with the classroom teacher(s)
- Assists in classroom management
- Under the direction of certificated personnel, implements activities and classroom work, including administering tests, correcting student work, and the recording of information
- Participates in staff meetings, conferences, inservice meetings, and other trainings
- Obtains supplies and necessary equipment for classroom activities
- Maintains necessary records, including data collection and copying materials
- Supervises children
- Operates standard office machines
- Performs other related work as required

REQUIRED QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Methods and attitudes required in working with children in a specialized program
- General needs and behaviors of children, and demonstrated genuine empathy for children
- Correct English usage, spelling, grammar, and punctuation
- Routine record keeping

ABILITY TO:

- Organize, supervise and instruct students in a variety of activities related to specialized

program

- Speak, read and write clearly and distinctly
- Demonstrate reading, language, math and writing subject area proficiency
- Analyze situations accurately and adopt an effective course of action
- Perform routine clerical work
- Type/utilize keyboard skills @ 40 WPM, with accuracy
- Understand and follow oral and written directions
- Maintain the confidentiality of school related information
- Relate positively to students, staff, and the public

EXPERIENCE AND EDUCATION

EXPERIENCE:

- At least two (2) years of experience working with children in an educational setting which provides direct instruction to students

EDUCATION:

- High School Diploma or equivalent.

REQUIRED LICENSES/CERTIFICATES:

- Instructional Assistant Proficiency Certificate. (California law requires that all instructional assistants (aides) pass proficiency tests in reading, language usage and math, equivalent to a graduating senior of the attendance area high school. Test may be taken in Spanish, but must also be passed in English.

DESIRABLE QUALIFICATIONS

- Ability to communicate in Spanish

First Reading: September 7, 1999

Board Approved: September 21, 1999

Reviewed by Classification Study Committee: July 27, 2016

Approved: 6/26/2018