

BENICIA UNIFIED SCHOOL DISTRICT

K-8 Instructional Intervention Assistant

DEFINITION

Under the supervision of the Director of Educational Services, perform the necessary duties to assist in the planning and implementation of reading and math support programs for students.

CLASS CHARACTERISTICS

Positions assigned to this class assist instructional specialists/teachers in educational programs and instructional settings. Incumbents have as a primary and continuing assignment the support and reinforcement of, the administration and scoring of tests, and the performance of routine program and student related clerical work. Incumbents of this class spend the majority of their assigned time working with students who have identified instructional support needs, in the presence of a certificated teacher. During a continuing process of on-the-job training, incumbents gain increased independence in planning their work with individual students and groups within the frameworks established. Incumbents may be assigned to specialized learning programs and may learn the characteristics of the program through on-the-job training and workshop attendance.

EXAMPLES OF DUTIES

1. Provide direct instruction in reading and math to students under supervision of a certificated personnel.
2. Implement adopted instructional programs and lesson plans for the purpose of improving students' reading and math success.
3. Assist in creating an engaging and inspiring environment where children will want to read and problem solve.
4. Support use of PBIS language and expectations within small group lessons.
5. Manage materials (related to this position) needed for instruction and assessment, including sorting, organization, collection, and storage.
6. Function as appropriate role model for children, providing proper examples, emotional support, and a friendly attitude and general guidance.
7. Adhere to the appropriate code of ethics and student confidentiality.
8. Maintain open communication regarding the performance of the students served.
9. Participate in training and professional development related to this position.
10. Demonstrate regular attendance and punctuality.
11. Perform other duties as assigned

QUALIFICATIONS

Knowledge of:

Applying methods of supporting and extending instruction
Demonstrate knowledge of correct English grammar and usage
Appropriate classroom and school safety precautions and procedures
Effective communication strategies with the classroom teacher
Demonstrate knowledge of basic arithmetic skills
Appropriate safety precautions and procedures

Ability to:

Plan and teach concepts in clear, concise language and use varied techniques for different learning skills
Communicate in English with students and motivate them to participate in learning activities
Encourage and motivate children with varying abilities
Recognize hazards to safety
Maintain accurate records
Learn to use classroom technology, audio/visual equipment and other instructional equipment
Supervise students in classrooms and outdoors
Understand and carry out oral and written instructions
Establish and maintain productive collaborative relationships with others
Work productively with school teams
Maintain confidentiality
Meet schedules and deadlines
Plan and organize work
Follow through with directives
Teach under conditions which necessitate small group and individualized instruction in collaborative settings
Maintain a safe and orderly learning environment
Use effective interpersonal skills including tact, patience, and courtesy

EDUCATION AND EXPERIENCE

Must meet No Child Left Behind requirements: AA degree, 48 semester units or rigorous testing

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is experience working with children in a learning environment. College level education in child development, learning theory, and areas related to the District curriculum is desirable.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment which may be required of positions in this class. Benicia Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

Vision: (which may be corrected) to read normal print; to read a computer screen.

Hearing: (which may be corrected) to hear sounds which warn of potential danger; to hear speech in a classroom setting. Smell: to distinguish strong odors such as those associated with fire.

Speech: able to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood in a classroom; to be able to speak for prolonged periods of time.

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; twist and bend at torso; turn, raise, and lower head.

Lower Body Mobility: to walk on even and uneven surfaces; bend at waist; stoop; stand for prolonged periods of 50 minutes; climb stairs; and step over objects.

Strength: to lift and/or carry objects which weigh as much as 10 pounds on a regular basis; to push/pull objects which weigh as much as 50 pounds on an occasional basis.

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work inside; work around dirt/dust.

Mental Requirements: read, write, understand, interpret and apply information at a 12th grade proficiency level; math skills at a 12th grade proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; copying; coordinating; demonstrating.