

BENICIA UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT

DEFINITION

Under supervision, to assist teachers in classroom operations; to assist teachers in instruction and the reinforcement of instruction of students individually and in small groups in accordance with instructions; to provide instructional record keeping support; and to perform related work as required.

CLASS CHARACTERISTICS

Specific duties shall be designated by the certificated employee to whom the Instructional Assistant has been assigned. These duties shall be designed so as to complement the instructional program and to maximize the learning opportunity for the students. Responsibilities and duties may include but not be limited to facilitating and supporting social interactions and fostering the development of positive relationships between students; utilizing positive strategies to manage student behaviors; assisting other instructional team members to provide instructional services to the students; supporting students at school, on field trips and school assemblies or productions; assisting all students by modeling appropriate behavior and attitudes and providing emotional support and general guidance; as appropriate, assisting with health care to students under the direction of the District nurse or designee, assisting students with daily personal necessities such as eating, toileting and personal hygiene; performing first aid when required; attending meetings and participating in in-service training as specified or specialized training as requested.

ESSENTIAL DUTIES

As assigned by the instructional professional, work with students individually and in small groups to assist with academics, assist students in the use of computers and ancillary equipment in the classroom, library and other learning centers; monitor and support students with social emotional learning; support the students with classroom and school related activities.

Assist classroom teacher in preparation for and presentation of lessons to students; set-up learning areas and projects; bulletin boards and classroom displays; and other preparations.

Monitor, assist, and direct the work of students; implement/maintain program activities and decorum in the temporary absence of teacher; support substitute teachers in the implementation of classroom instruction and individual student instructional programs.

Monitor students on the playground during recess and lunch periods as needed; monitor students as they arrive and leave school and wait for parent transportation; accompany and supervise students on field trips; other school related activities and events, participate in physical activities with assigned students.

Provide physical assistance to students if needed in the classroom and during school related activities.

Participate in School and District mandated training and retraining programs. Perform related duties as assigned,

QUALIFICATIONS

Knowledge of:

- Practical learning patterns and behavior.
- Basic concepts of child and adolescent development and of the respective behavior characteristics.
- General needs and behavior of students at the assigned age level.
- Correct English usage, spelling, grammar, and punctuation.
- Reading and writing in English and phonics and basic reading principles.
- Number concepts and general arithmetic to basic algebra level.
- Use of computer software programs such as google suite, internet, email, word, excel, etc.
- Appropriate safety precautions and procedures.

Ability to:

Communicate in English with students and motivate them to participate in learning activities.
Demonstrates willingness to carry out teacher-designed instructional procedures.
Recognize hazards to safety.
Learn laws, rules, practices, and procedures related to public education and related to the program to which they are assigned.
Learn to use classroom technology, audio/visual equipment and other instructional equipment.
Supervise students in classrooms, on field trips, and other school related activities.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.
Ability to exercise sound judgment and work effectively under pressure.

EDUCATION AND EXPERIENCE

A Title I paraprofessional must have a high school diploma, 48 units of education or an Associate's Degree, and pass a local assessment. A Title II paraprofessional must have a high school diploma and pass a local assessment.

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 and a computer screen.

Hearing: (which may be corrected) to hear sounds which warn of potential danger; to hear speech in a classroom setting.

Speech: 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.

Smell: to distinguish strong odors.

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; 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, and demonstrating.