

**LOS GATOS UNION SCHOOL DISTRICT  
JOB DESCRIPTION – INSTRUCTIONAL ASSISTANT GENERAL**

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**TITLE: Instructional Assistant General**

**REPORTS TO & EVALUATED BY: Site Principal**

**SALARY: Classified Salary Schedule**

**DEPARTMENTS: School Site**

**CLASSIFICATION: Classified**

**WORK YEAR: 180 DAYS**

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**BASIC FUNCTIONS:**

Perform specific duties and possess knowledge as required by the position and district policies and guidelines. The person in this class performs duties requiring specific training necessary to serve all students in an inclusive general education environment. Persons delivering this training work directly with the students, teacher(s), or instructional assistants in the school environment.

**ESSENTIAL RESPONSIBILITIES AND REPRESENTATIVE DUTIES:**

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

1. Provides individual and small group instruction to students or present whole group lesson material provided by the teacher.
2. Works collaboratively with classroom teachers and other professionals and paraprofessionals assigned to the classroom and/or students.
3. Assists with the organization and maintenance of an orderly and organized classroom environment.
4. Participates and functions as a positive team member for the purpose of enhancing/sharing knowledge and skills for delivering best practices.
5. Demonstrates effective behavioral management strategies under the direction of the classroom teacher.
6. Secures and maintains materials needed for student programs.
7. Prepares instructional materials such as bulletin boards, games, art materials, science materials, etc.
8. Assists in correction and evaluation of papers, workbooks, tests, etc.
9. Yard duty and student supervision at recess and lunch.
10. Performs other duties consistent with the job description.

**QUALIFICATIONS AND EXPERIENCE:**

1. Completion of two years of lower level college work is preferred.
2. Experience and/or training in working with children and adolescents of varying backgrounds preferred.

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**KNOWLEDGE AND ABILITIES:**

***Knowledge of:***

1. Basic interests and attitudes of children and developmental levels
2. Behavioral management techniques and strategies
3. Basic language and arithmetic functions
4. Basic first aid

***Ability to:***

1. Work independently with a minimum of supervision
2. Work cooperatively with others
3. Understand and carry out directions of others
4. Maintain confidentiality of student information
5. Reads, writes and communicates clearly

**WORKING CONDITIONS:**

***Environment:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

***Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate to extensive physical effort is required, including lifting and transferring a student up to 50 pounds and/or completing a two person lift as needed. This position requires agility with frequent standing, walking, kneeling, lifting, pushing, carrying, and potentially running; near and far vision with the ability to read small print; depth dexterity; and the providing of oral information and direction. This is primarily an indoor work environment, however, outdoor participation is required.

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**LICENSES:**

Possess and maintain a valid California driver's license and insurance.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional related duties may be assigned.*