



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Instructional Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5002 Hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 31

BASIC FUNCTION:

Under the direction of a certificated administrator, assist certificated teacher(s) in reinforcing instruction to individual or small groups of students in an educational environment; assist in the preparation of instructional materials and implementation of lesson plans; provide routine clerical support

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects
- Perform routine clerical duties in support of classroom activities such as preparing, keyboarding, duplicating and filing instructional materials; under the guidance of the classroom teacher, grade student tests and assignments and record grades; assist with maintaining student records and files as assigned
- Assist students in completing classroom assignments, homework and projects; reinforce student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, positive attitude and general guidance
- Observe and redirect behavior of students in educational environment according to approved procedures; report progress regarding student performance and behavior
- Assist assigned teacher(s) with the implementation of lesson plans, and administration of tests as necessary
- Operate a variety of classroom and office equipment including a computer and copier
- Provide classroom support to the teacher by setting up work areas and displays, and distributing and collecting paper, supplies and materials
- Assist in maintaining the health and safety of students by following established practices and procedures
- Attend staff meetings as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices

Safe practices in classroom activities

Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading

Basic instructional methods and techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Classroom procedures and appropriate student conduct

Operation of standard office and classroom equipment

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Basic record-keeping techniques

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment

Reinforce instruction to individual or small groups of students as directed by the teacher

Perform routine clerical duties in support of classroom activities

Assist in the preparation of instructional materials and implementation of lesson plans

Read books to students and assist with reading and writing activities as assigned

Understand and follow oral and written directions

Establish and maintain cooperative and effective working relationships with others

Communicate effectively both orally and in writing

Monitor, observe and report student behavior and progress according to approved policies and procedures

Operate standard office and classroom equipment

Observe health and safety regulations

Assist with maintaining records and files

Maintain confidentiality

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience working with children in an organized education setting

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certificates issued by authorized agency preferred

Incumbents must meet requirements specified under the No Child Left Behind Act.

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and other indoor and outdoor learning environments

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information

Seeing to read a variety of materials

Lifting, carrying, pushing or pulling typically up to 50 pounds

Sitting or standing for extended periods of time

Bending at the waist or kneeling to assist students

HAZARDS: Exposure to blood borne pathogens and infectious diseases

Potential physical hazards involved in intervening in fights and other anti-social

Contact with dissatisfied or abusive individuals