



**CLASS TITLE: INSTRUCTIONAL ASSISTANT  
UNIT 2**

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**BASIC FUNCTION:**

Under the direction of the Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of special education students; assist in the preparation of instructional materials and implementation of individual education plans; provide routine clerical support.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Assist a certificated teacher in reinforcing instruction to individual or small groups of special education and mainstream/regular education students in a classroom or other learning environment; monitor and oversee student drills, practices and assignments in various subjects; assist assigned teacher with the implementation of individual education plans.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; confer with the teacher concerning lesson plans and materials to meet student needs.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; distribute, collect, prepare and process attendance, medication and various other forms and documents; record student attendance as assigned.

Explain and assure student understanding of classroom assignment and homework instructions; explain words and concepts as necessary; assist students with meeting individual education goals and objectives; report progress regarding student performance and behavior.

Observe and control behavior of students in the classroom according to approved procedures; monitor and interact with students during outdoor, physical education and other recreational activities as directed.

Grade student tests and assignments as assigned; maintain records and student files related to attendance, grades, progress, behavior and assigned activities; prepare mandated reports and documentation as required.

Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; assist students with writing exercises and assignments.

Escort students to and from designated locations as assigned; accompany students on fieldtrips, recreational functions, social events and during outdoor activities.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; provide classroom support by setting up work areas and displays and distributing and collecting paper, supplies and materials.

Operate a variety of office and classroom equipment including a copier, fax machine, computer and assigned software.



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Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns; answer telephone calls, take messages and provide general class and student information to others as assigned.

Provide routine first aid to injured students according to established procedures as needed; administer medications according to prescribed instructions as required; respond to medical emergencies and prepare related paperwork as appropriate.

Monitor inventory levels of classroom supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned; order and arrange for food items as required.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Child guidance principles and practices related to children with special education needs.

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.

Problems and concerns of students with special education needs.

Classroom procedures and appropriate student conduct.

Safe practices in classroom and playground activities.

Operation of standard office and classroom equipment including a computer.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping and report preparation techniques.

First aid and CPR procedures.

**ABILITY TO:**

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

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

Assist in the preparation of instructional materials and implementation of individual education plans.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Understand and relate to students with special needs.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Demonstrate an understanding, patient and receptive attitude toward special education students.

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

Monitor, observe and report student behavior and progress.

Understand and follow oral and written instructions.

Operate standard office and classroom equipment including a computer.



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Observe health and safety regulations.  
Maintain records and prepare routine reports.  
Administer first aid and CPR.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR Certificate issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to assist students.  
Seeing to read a variety of materials and monitor student activities.  
Hearing and speaking to exchange information.