

Instructional Assistant / Yard Supervisor

Job Description

The instructional assistant is a 10 month position, responsible for: conducting intensified learning experiences for students in assigned areas of study; to perform a variety of clerical and supportive task for instructional and support personnel, and to perform related work as assigned. In addition, provide assistance, monitor and oversee students during recess, playground, and cafeteria activities, while maintaining a positive environment through safe and efficient supervision of school activities.

REPORTS TO: Principal or designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist instructional personnel with the development and presentation of learning materials and instructional exercises.
- Tutor students individually or in small groups to reinforce and follow-up learning.
- Assist students in completing classroom assignments, homework and projects in various subject areas.
- Assist students by answering questions, providing proper examples and general guidance.
- Provide support to the teacher/support staff by setting up work areas and displays and distributing and collecting papers, supplies, and materials.
- Observe and monitor behavior of students in the classroom according to approved procedures; report progress regarding student performance and behavior.
- Maintains the safety and order of students within assigned areas such as playgrounds, cafeteria, hallways, restrooms, and buses while enforcing school rules/regulations.
- Monitors the proper use of all playground equipment and students' play/recreational activities to ensure school rules are safely followed.
- Oversees and supervises students during classroom activities, in library, on field trips, and at lunch and recess.
- Operates a variety of instructional media, office machines and equipment.
- Attend to student as needed.
- Assists with discipline consistent with assigned area and intervenes and resolves minor student disputes
- Performs cafeteria cleanup duties during breakfast/lunch as directed by supervisor.
- Other duties as assigned

ABILITY TO:

- Assume responsibility for supervising students.
- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Perform routine clerical work and basic math calculations.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with students, staff, parent and the general public.
- Demonstrate an understanding, patient, warm, and receptive attitude towards children.
- Maintain confidentiality concerning students, parents or other employees of the district.
- Maintain a professional appearance and manner appropriate for a school setting.

EDUCATION AND REQUIREMENTS:

- High School Diploma or equivalent
- Met (pass) the Sonoma County Office of Education Proficiency Test. (English, Language Arts, Mathematics, and ability to Assist in Instruction) or have passed the CBEST
- TB test clearance
- Department of Justice finger print clearance

WORKING ENVIRONMENT:

While performing the duties of this job, the employee occasionally works in outside weather conditions, walking on uneven ground when outdoors; exposure to student illness, injuries, infections, and bodily fluids. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or Standing for extended periods of time.
- Seeing to read a variety of materials and monitor student activities.
- Bending at the waist, kneeling or crouching to assist students.
- Hearing and speaking to exchange information.
- Bending at the waist, kneeling or crouching.
- Reaching over head, above the shoulders and horizontally.

BENEFITS:

\$1,200 Monthly Family Benefit Cap: Includes Medical, Dental, Vision and Life Insurance Amount pro-rated as per eligibility. No benefits provided for less than 4 hours.

PAY SALARY - CLASSIFIED: *Depending on placement on Salary Schedule.*

A copy of the current Salary Schedule may be requested from the District Office

Board Approved: May 16, 2016