

JOB DESCRIPTION
Pleasanton Unified School District

INSTRUCTIONAL ASSISTANT - RESOURCE

Purpose Statement:

The job of Instructional Assistant Resource is done for the purpose/s of working with individual and/or small groups of students under the supervision of a certificated teacher in the supervision and instruction of students; and providing clerical support to teacher/s and staff.

Essential Functions

- Assists students, individually or in small groups, with lesson assignments (e.g. science, science experiments, writing, math, computers, listening to students reading, etc.) for the purpose of presenting and/or reinforcing learning concepts, enabling students to reach their academic goals and potential.
- Implements instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Maintains classroom equipment, work areas, students files/records (e.g. adapting instructional materials, science lab activities, daily tracking of students progress, taking attendance, audio visual equipment, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Modifies classroom work/homework for the purpose of providing a method to support and/or reinforce classroom objectives.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. copying, SIP budget, SIP purchases, correcting papers, taking attendance, phone calls, etc.) for the purpose of supporting the teacher and/or in providing necessary records/materials.
- Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office and instructional equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 8