

**JOB DESCRIPTION**  
**Pleasanton Unified School District**

**INSTRUCTIONAL ASSISTANT - CLASSROOM**

**Purpose Statement:**

The job of Instructional Assistant - Classroom 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. reading stories, listening to students reading, science, computers, motor perception programs, colors, number charts, checks homework, etc.) for the purpose of presenting and/or reinforcing learning concepts and helping students 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 area, students files/records (e.g. adapting instructional materials, cleaning work area, taking attendance, checking homework, grading papers, 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, library, etc.) for the purpose of providing a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. copying, correcting papers, recording grades, phone calls, etc.) for the purpose of supporting the teacher and/or in providing necessary records/materials.
- Processes documents and materials (e.g. test scores, testing, etc.) for the purpose of disseminating information to appropriate personnel.
- Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.
- Responds to inquiries for the purpose of providing information and/or direction.

**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 specific, job-related 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 following prescribed 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 frequent 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 5