

IASA INSTRUCTIONAL ASSISTANT - ELEMENTARY, LEVEL IDEFINITION

Under direct supervision of a teacher, to perform varied reinforcement to teacher-presented lessons and other non-teaching tasks; to assist in the conduct of classwork, student activities, recreational activities, and routine clerical work as required.

DISTINGUISHING CHARACTERISTICS

This is an entry level class. Positions are usually part-time, involving hourly working schedules on school days only, and are subject to special Federal funding. Incumbents are prohibited from initial teaching and assigning grades to pupils, but may reinforce a lesson initiated by the teacher. Additionally, incumbents may not give out any personal information to any person other than a site level teacher, administrator, or authorized district staff member.

ESSENTIAL FUNCTIONS

Corrects tests and records grades.

Assists individuals or small groups of selected pupils with assignments directed by and under the supervision of a teacher.

Assists teachers in record keeping activities.

Performs related duties as required.

QUALIFICATIONS

Successful completion of the District Instructional Assistant Proficiency Test.

Knowledge of:

Correct English usage; computational skills; games, arts and crafts, and other activities suitable for children.

Ability to:

Relate and communicate effectively with students, staff, and parents; organize and supervise children in games, play, or group activities; understand and follow oral and written instructions; keep records and make reports.

Experience

Experience as a leader in children's activities; school experience is desirable but not required.

Education

Completion of the equivalent of the twelfth grade is desirable but not required; courses in psychology, sociology, recreation, or related fields are preferable but not required.