

IASA INSTRUCTIONAL ASSISTANT - LEVEL IIDEFINITION

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 advanced level class. Positions are usually part-time involving hourly working schedules on school days only, and are subject to special Federal or State funding. Incumbents may not engage in initial teaching or assign grades to pupils; but are expected to reinforce lessons initiated by the teacher. Proven knowledge of, and experience with, categorical programs distinguish this advanced level from the entry level.

ESSENTIAL FUNCTIONS

Organize materials for laboratory, physical education, arts and crafts, or similar classes.

Assists students with routine studies.

Operates audio visual equipment.

Prepares special demonstration or visual materials.

Assists in the administration of tests.

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.

On occasion, at teacher request, directs IASA Instructional Assistant -Level I.

Performs related duties as required.

QUALIFICATIONS

Successful completion of the District Instructional Assistant Proficiency Test

Knowledge of:

Correct English usage, spelling, grammar, and punctuation; computational skills; games, arts and crafts, and other activities suitable for children; the social and educational needs of children; compliance with basic categorical program requirements.

Ability to:

Deal effectively with a wide variety of personalities and situations requiring tact, judgment, and poise; communicate effectively with children; organize and supervise children; understand and follow oral and written instructions; keep records and make reports; speak and write the English language fluently.

Experience:

A minimum of two years as a Level I in district categorical schools.

Education:

Completion of the equivalent of the twelfth grade is required;
Courses in education, psychology, sociology, and recreation are preferable, but not required.