

# **TEMECULA VALLEY CHARTER SCHOOL**

## **INSTRUCTIONAL ASSISTANT**

### **General and Special Education**

#### **K-8 JOB DESCRIPTION**

THE POSITION: Under general supervision of the Superintendent/Designee, will perform a variety of instructional and clerical activities as directed by a teacher in either or classroom, playground or in a pull-out service setting comprised of students with physical, emotional, educational or behavioral problems; and to perform all related duties as assigned.

Instructional Aides working with students with disabilities are expected to have an understanding of and sensitivity to learning and behavioral difficulties encountered by these students. Where appropriate, employees in this classification will receive training and indirect supervision by the Educational Specialist. This job class provides responsible support and follow-through activities as specified in the student's Individual Educational Plan (I.E.P.)

RESPONSIBLE TO: Superintendent/Principal

STATUS: Hourly; Non Exempt

184 Days Per Year

6.5 Hours Per Day

#### **EXAMPLES OF DUTIES**

- Assist the teacher with the development and presentation of learning materials and instructional exercises;
  - Tutor students individually or in small groups to reinforce and follow up learning activity;
  - Assist in the management and shaping of student behavior through the use of positive reinforcement strategies;
  - Auditory and visual monitoring of students both inside the classroom and during outside activities;
  - May perform clerical duties such as filing or duplicating materials;
  - Use computer to maintain student records, attendance and files;
  - Score tests and compute and record grades;
  - Operate audio visual/video equipment;
  - Maintain student discipline in the absence of the teacher;
  - Assist in maintaining a neat, orderly, and attractive learning environment;
- Provide behavioral management and/or intervention support to students
- Perform all related duties as assigned;

Essential Skills Include the Ability to:

- Assume responsibility for supervising students;
- Learn and utilize basic methods and procedures to be followed in instructional settings;
- Demonstrate an understanding, patient, warm and receptive attitude toward children;

- Communicate satisfactorily in oral and written form;
- Work as a member of a team demonstrating professionalism and attention to confidentiality
- Operate modern office appliances and computers;
- Understand and carry out oral and written instructions;
- Maintain cooperative working relationships with students, staff and others contacted during the course of work;
- Flexibility with time schedules;

### **QUALIFICATIONS:**

- Minimum of an A.A. degree or equivalent preferred, including or supplemented by courses in psychology, child growth and development or a closely related field preferred.
- Satisfactory work history
- Successful experience tutoring or assisting with instruction in elementary or secondary school preferred
- Successful experience demonstrating tact, courtesy, positive attitude and maintaining cooperative relationships with those contacted during the course of work.
- Prior experience working with students with disabilities is highly desirable
- Maintains reliable attendance and professional boundaries with students, staff and parents.

### **This Position Requires Thorough Knowledge of:**

- General concepts of child growth and development and child behavior characteristics
- Correct English usage, punctuation, spelling, and grammar;
- Simple record keeping;
- Mathematical concepts relevant to TK-8th setting;
- Microsoft Word, Google and other usual computer applications.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, bend, turn, talk and hear. The employee frequently is required to use hands to write, finger, handle, or feel objects, tools, or controls. The employee is occasionally required to lift 25 lbs, climb or balance; and stoop, kneel, crouch, or crawl; reach with hands and arms; climb or balance and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

Board Approved: 3-10-25