



Santa Rosa City Schools

Classification Description

Job title:	Instructional Assistant - Combined	Department:	Instructional Assistants
Reports to:	Site Administrator	FLSA Classification:	Non-Exempt
Board Approval:		Work year:	School Year
Revision(s):		Salary Range	14

DEFINITION:

Under the direction of the Principal and/or classroom teacher, develops special course materials and works with students individually or in small groups to instruct students in a classroom setting.

QUALIFICATIONS:

Education:

High school Diploma or equivalent

Experience:

Any combination equivalent to; graduation from high school, supplemented by training and/or experience working with children in a learning situation

License and/or other qualifications:

None

Knowledge and Abilities:

Knowledge of:

- Correct English usage, vocabulary, spelling, grammar, punctuation, and arithmetic
- General classroom procedures and equipment
- Basic software programs and office equipment

Ability to:

- Communicate effectively with children and adults
- Assist with instructional activity in a classroom
- Learn the procedures, functions and objectives of the assigned subject areas
- Understand the needs of students
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with teachers, students, and other contacted in the course of work
- May perform light office duties
- Work individually and in small groups with students
- Assists with instructing students in particular subject areas

ESSETIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Assist teachers in conducting lessons and other classroom activities.
2. Work with students in small groups or on a one-to-one basis to reinforce basic skills or to supplement classroom work.
3. Assist in the preparation of graphic and written teaching materials.
4. Confer as needed with teachers concerning programs and materials to meet the needs of students.
5. May assist teachers in administering various types of tests.
6. Help prepare classwork/homework at the direction of the teacher.
7. Work directly with students in math, reading, language or other subject areas as directed and designated by the classroom teacher.
8. Collaborate with classroom teacher to implement lesson plans for individual or group instruction with students who require special assistance.
9. Provide input to the teacher with respect to the achievement and progress of each individual assigned to a tutoring group.
10. Assists students in special projects; supervises students' work independently and in groups.
11. Confer with teachers concerning programs and materials and the needs of students individually and collectively.
12. May assist with some light office duties.
13. Perform a number of special projects under the direction of the classroom teacher.

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Performs other related duties within the scope of the job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School grounds
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loud voices
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	District approved disinfectant
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with bio-hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting			X-----X		
Walking			X-----X		
Standing			X-----X		
Bending (Neck)				X	
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting		X			
Climbing	X				
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)				X	
Simple Grasping (ND)				X	
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)			X		
Fine Manipulation (ND)			X		
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.