

## OAK PARK UNIFIED SCHOOL DISTRICT

### CLASS TITLE: INSTRUCTIONAL ASSISTANT I

*This is a part time, up to 3.75 hours per day – School Session*  
**SALARY: CL 7.5**

#### **DEFINITION**

Under direction of a Principal, assist a certificated teacher in providing and reinforcing instruction to individual or small groups of students in an assigned learning environment; prepare instructional materials and perform a variety of clerical duties as assigned.

#### **EXAMPLES OF DUTIES**

Assist in the instruction of individual or small groups of students, reinforcing instruction as directed by the teacher; learn and apply the techniques of team teaching; monitor student activities such as drill, practice and research after lessons and instructions have been given by the teacher; perform a variety of clerical duties as assigned; administer student tests; maintain order in the absence of the teacher; score objective tests and student work; assist in leading children in prescribed play and conversation activities; assist in arranging equipment for rest periods; may accompany and monitor students on field trips; assist in maintaining a neat and orderly room environment; operate audio-visual and other instructional equipment; attend meetings and participate in inservice training as assigned; assist students by providing proper examples, emotional support and general guidance; perform related duties as assigned.

Presence in the classroom is required on all student/teacher contact days. To assist the teacher on a non-student day prior permission must be obtained from the site administrator.

The school work year will consist of one hundred and eighty (180) working days.

#### **EMPLOYMENT STANDARDS**

Knowledge of: Child guidance principles and practices; basic subjects taught in District schools; effective interpersonal and communication skills; bilingual skills as assigned.

Ability to: Learn methods and procedures to be followed in an instructional situation and limitations of assigned duties; tutor and reinforce instruction; perform routine clerical work; inspire confidence in children and youth; establish and maintain cooperative and effective working relationships with children, parents, teachers and administrators.

Education and Experience: Any combination of training and experience, including graduation from high school, which will demonstrate the knowledge and abilities listed above.

#### **WORKING CONDITIONS**

Classroom and outdoors environment; subject to stooping, bending and standing while working with students.