



Classification Summary

1. Performs a variety of clerical tasks in support of and preparation for the educational process as well as duties of instructional assistance to the teacher in a classroom setting.
2. The position facilitates the smooth operation of the educational program in one or more classes by attending to details which free the teacher to develop a comprehensive lesson schedule. Aids in preserving the unity of classroom advancement by tutoring students who have difficulty comprehending or who are in need of emphasis on specific aspects of the instructional program. Prepares, disseminates, collects, processes and stores or redistributes instructional materials used in class.
3. The position in some instances may be required to adapt curriculum to students who understand and speak little English.

Distinguishing Characteristics

This class is distinguished from Elementary School Assistant by duties of student instruction in addition to clerical and secretarial duties. It is distinguished from other Instructional Assistants in that the body of students instructed are of the general student population.

Supervisory Relationships

1. The incumbent works under the general supervision of an administrator or other certified supervisor and under the direct supervision of a classroom teacher.
2. The position may supervise parent volunteers, ESCAPE program students and other student aides. This may include orientation to work setting, explanations of procedures, assignment and review of work.

Examples of Duties

1. Confer with teacher and assist in preparation of lessons appropriate to level of instruction; review coverage and comprehension of subject matter and administer tests.
2. Monitor and supervise students engaged in activities initiated by the teacher. Record students progress and behavior.
3. Collect, sort and correct lessons and tests; record grades in ledger; redistribute as necessary; file classroom materials.
4. Tutor on a one-to-one or small group basis as necessary; assign extra work for quick learners and assist in remediation and completion of assignments by slow-learning students.
5. Prepare lessons and instruct students on specific topics such as: teaching them how to write their names, then numbers, then the letters of the alphabet and eventually words and sentences; correct posture when writing, best positioning of pencil and paper and correct formation of each letter and number.
6. May prepare spelling, capitalization and punctuation lessons appropriate to level of instruction, review coverage of materials and administer tests. May assemble testing materials and administer CTBS and other standardized tests to class.
7. Compose and format homework assignments, charts, posters, memos, newsletters and other items as requested by the teacher.
8. Prepare classroom materials using current office technology and equipment (e.g., computer systems, fax, copiers, etc.) and production equipment (e.g., thermofax, punching and binding machine, laminator).
9. Assist in the preparation, typing and layout of such documents as the school newspaper, minutes for staff meetings and parent newsletters.
10. Assist in the health room when the nurse is absent by bandaging minor scrapes, bumps and bruises, handing out ice packs, or attending to more serious injuries while a nurse or doctor is called.

11. Supervise lunchroom, classroom, hallways, and recess yards so that an orderly atmosphere is preserved; control aggressive behavior, settle disputes and otherwise encourage well-mannered activity.
12. Maintain an inventory of supplies for teacher; complete purchase orders for additional materials and stock shelves with new supplies.
13. May perform tasks specific to the attendance and registration of students such as roll call, parent contact of absent students, and weekly mailing of attendance roster to Data Processing Department.

Required Knowledge, Skills and Abilities

1. Ability to work with and lead students in group and individual activities.
2. Instructional and behavioral management skills.
3. Ability to use current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
4. Ability to use or learn to use computers and word processing software.

Minimum Qualifications for Class Entry

1. High school diploma or equivalent.
2. Previous training, education or experience in educational and behavioral instruction and guidance.
3. Previous training in clerical skills. Demonstrated ability to type.

Work Environment

The position works in an Elementary, Middle, or Senior High School classroom setting.