

Napa Valley Unified School District

Position Description

Position: Instructional Support Assistant	Position Number:
Department/Site: Various	FLSA: Non-exempt
Reports to/Evaluated by: Principal or designee	Salary: Range 22

Summary

Under direction and supervision of a principal/teacher/other certificated staff member, assists in the process of providing for the instructional and personal needs of students possessing a wide range of behavioral, physical, language, and learning capabilities. Assignments are made to support instruction and intervention of all students in general education classrooms and programs, including students with or without IEPs. May be assigned to assist a specific student or students regularly, but will be working in a school setting where interaction and generalized supervision of any and all student is expected.

Distinguishing Career Features

This is an entry level instructional support position working primarily in a general education capacity supporting classroom instruction and intervention with all students.

Essential Duties and Responsibilities

- Provides assistance, at the direction of a certificated employee, to small groups or individual students in a variety of subjects and skill areas;
- Communicates with certificated staff regarding student progress and challenges observed in one-to-one or small group work
- Uses flash cards, games, worksheets, drills and a variety of study aids and techniques to reinforce skills and the understanding of academic concepts;
- Under supervision, monitors or administers a variety of standardized and teacher-prepared tests for placement competency, or to measure progress; print pre-formatted reports from standard computer instruction and/or assessment programs
- Corrects tests, worksheets, homework or daily assignments
- Records grades, test scores, and other evidence of student progress in record books, or charts, or in student folders;
- Prepares bulletin boards, displays of student work, charts, forms, games, flash cards or other instructional materials with explicit direction from teachers
- Assists with or operates a variety of instructional equipment such as computers, tablets, projection technology
- Organizes work areas and assembles learning materials, study aids, and supplies;
- May participate in field trips;
- Files student work and classroom materials
- Inventories classroom supplies, books, and technology
- May supervise students in cafeteria, on playground and in bus loading area;
- Assists in maintaining classroom cleanliness and physical order;
- Establishes a caring, respectful rapport with students. Recognizes and reinforces positive student behavior including student compliance when redirected
- Assists in maintaining classroom order and managing student behavior through positive intervention strategies
- Addresses problematic behavior in a calm and non-confrontational manner using a continuum of responses starting with the least severe intervention to achieve the

- desired correction in accordance with training and supervision best practices
- Assists with preventive discipline by explaining and reteaching school rules to students
- May participate in staff and/or team meetings
- Consults with teacher or principal regarding lesson plans, work schedules, evaluation of student progress and behavior intervention plans;
- Attends aide and/or staff in-service meetings;
- May assist students with clothing, possessions, or learning personal care such as eating, washing and dressing;
- Adjust daily routine and/or work assignment as needed to fill absences within the classroom/program or site
- Performs other duties as assigned that support the overall objective of the position

Qualifications

Knowledge and Skills

This position requires basic knowledge of how to assist students with a range of abilities in a school setting. Working knowledge of positive behavior support strategies and behavior management are required. Some knowledge of the general needs of normal and atypically developing children/youth is required. This position requires a level of academic knowledge commensurate with the assignment within a TK-12 education environment. Requires user-level knowledge of technology typical in a school.

Abilities

This position requires the ability to successfully supervise students in a school setting and provide support for the development of academic and social skills. Must have the ability to read, understand and follow oral and written directions. Must be able to effectively communicate with all staff and students including giving clear directions to students. Must be able to work with limited supervision and follow established schedules and guidelines under the direction of certificated staff. Must exercise good judgment and observe confidentiality. Must be able to apply academic skills to explain and support instruction in the assigned grade level(s). Must work harmoniously with staff and students. Must understand and relate to students with a wide range of behavioral, learning, physical capabilities and cultural backgrounds. Must have the ability to be attuned to all student needs and take initiative to provide support within established parameters. Must have clerical related skills sufficient to satisfy position requirements.

Physical Abilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. With or without the use of aids: sufficient vision to read printed materials; sufficient hearing to hear normal and telephone conversations; sufficient capability to speak in an understandable voice with sufficient volume to be heard in normal conversations; sufficient manual dexterity to write, use telephone, and operate instructional equipment and office duplicating machines; and sufficient strength to lift 25 pounds.

Education and Experience

Must be 18 years of age; Previous satisfactory experience working with groups of students; Successful completion of the Instructional Assistant Exam coordinating with academic level required for the position (May waive requirement with proof of Bachelor's degree with coursework primarily in English, AA degree or completion of 48 college- level units).

Licenses and Certificates

Requires a valid form of picture identification
