

Napa Valley Unified School District

Position Description

Position: Instructional Support Specialist	Position Number:
Department/Site: Various	FLSA: Non-exempt
Reports to/Evaluated by: Principal or designee	Salary: Range 24

Summary

Under minimal direction and supervision of a principal or other certificated staff member, assists in providing for the instructional, social and behavioral 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 work in a school setting where interaction and generalized supervision of any and all students is expected.

Distinguishing Career Features

This is an advanced level instructional support position working primarily in a general education capacity supporting a variety of specialized 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 in specialized labs or classrooms
- Communicates with certificated staff regarding student progress and challenges observed in one-to-one or small group work
- Assists in creating and use flash cards, games, worksheets, drills, including digital media, and a variety of techniques to reinforce academic, social and technology skills
- Under supervision, monitors or administers a variety of standardized state and teacher-prepared tests for placement competency, or to measure progress; produce pre-formatted reports from standard computer instruction and/or assessment programs
- Corrects tests, worksheets, homework or daily assignments; supports both students and teachers in using digital learning platforms
- Operates and troubleshoots a variety of instructional equipment such as computers, tablets, and projection technology
- Organizes work areas and assembles learning materials, study aids, and supplies;
- May participate in field trips;
- Inventories and requests classroom supplies, books, and technology
- May supervise students in cafeteria, on playground and in classrooms leading alternatives setting activities such as restorative circles, community service and clubs
- 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 including facilitating restorative conversations
- 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 re-teaching school rules to students ▪ May participate in staff and/or team meetings and serve on school committees related to PBIS, technology, and wellness. ▪ 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 ▪ 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
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Qualifications

Knowledge and Skills

This position requires advanced knowledge of instructional technology, restorative practices or another specialized area to support instruction for students with a wide range of abilities. Advanced 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. Requires intermediate level knowledge of technology, digital tools and social media typically used in a school.

Abilities

This position requires the ability to successfully supervise students and provide specialized support for the development of academic, social and/or technological 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 professional judgment and observe confidentiality. Must be able to apply specialized skills in the assigned grade level(s) and subject. 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.

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 if assignment is related to a physically handicapped program.

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). Experience in the area of specialization such as technology,

conflict mediation and/or other extracurricular subject matter. Clerical related experience sufficient to satisfy' position requirements; and completion of courses related to area of specialization.

Licenses and Certificates

Requires a valid form of picture identification