

MORENO VALLEY UNIFIED SCHOOL DISTRICT
Human Resources Division

Range: 8/3-7 Hours/AY

Position title:

Instructional Assistant - Classroom

Position Description:

Under the general supervision of the site administrators and the guidance of the classroom teacher, assists, tutors, and trains students individually or in groups following a prescribed course of study as directed by Certificated staff to assist the teacher in routine clerical duties and to do related work as may be required.

Positions in this class are established principally to support teachers with certain instructional tasks and routine details, which are non-instructional in nature. In addition to or in lieu of classroom assignments, incumbents may be assigned to Special Education classes, the library, preschool programs, or instructional materials center to handle routine details of program implementation. The duties below are representative of the collective duties of positions in this class; however, no one position will normally perform all of these duties. This position serves as an aid to teachers, but the full responsibility for appropriate instruction, curriculum materials, and student assessment remains with the teacher.

Examples of Duties/Responsibilities:

- Provides individual and small group instruction under teacher supervision **(E)**
- Reinforces or follows up on the teacher's lessons by reading or telling stories, listening to students read, assisting students with a review of various subject matter, playing games with students, demonstrating arts and crafts projects, assisting students in selecting books, and resource materials and assisting students in using technology **(E)**
- Performs a variety of routine clerical and record-keeping duties.
- Assists teacher in supervising playground activities and in maintaining order **(E)**
- Provides feedback to Certificated staff on student progress
- Shall follow Certificated staff lesson plans **(E)**
- Helps maintain a supportive learning environment **(E)**
- May assist with instructional materials for students within the classroom
- Assists Certificated staff in maintaining a conducive learning environment
- May accompany students on field trips
- Attends professional development training **(E)**
- Maintains the confidential nature of pupil records and school reports **(E)**
- Performs related duties as may be required

(E) - Essential

Minimum Qualifications:

Knowledge of:

- Basic objectives, goals, policies, and procedures of a school district and relationships to state law and other school organizations
- District policies, procedures, and terminology
- General public relations
- General needs and behavior of children
- Correct English usage, spelling, grammar and punctuation
- Modern office practices and procedures including filing systems, receptionist telephone techniques, and software programs
- Basic psychology in the growth and development of children
- Board Policy 4019.1 – Professional Boundaries' Adult/Student

Job Description: Instructional Assistant – Classroom

Ability to:

- Read and comprehend reading materials proficiently
- Understand and apply rules, regulations, procedures and policies
- Establish and maintain effective working relationships
- Communicate effectively, using correct pronunciation and grammar
- Make arithmetic calculations accurately
- Keep records, and perform clerical tasks of a routine nature
- Typing may be a requirement for some assignments
- Understand and carry out oral and written directions
- Maintain confidentiality of privileged information
- Understand, interpret and apply rules and written directions to specific situations
- Use independent judgement

Education and Experiences:

- Graduation from High School or equivalent

License and Certificates:

- A Valid California Identification Card

Working Conditions:

Environment:

- Office/school campus
- Noise
- Subject to frequent interruptions
- Indoor/Outdoor

Physical Abilities:

- Visual acuity to inspect records and reports, and to monitor student behavior during classroom activities
- Hearing and speaking to exchange information
- Standing/Sitting for extended periods of time
- Reaching overhead, above the shoulders and horizontally
- Dexterity of hands and fingers to operate standard office equipment
- Bending, stooping and squatting
- Gripping and grasping
- Twisting at the waist
- Climbing on step stools or step ladders
- Pushing and pulling carts/objects
- Medium work: lifting, carrying, pushing, and/or pulling up to approximately 50 pounds

Hazards:

- Exposure to noise and fumes
- Exposure to abusive or uncooperative individuals
- Exposure to bio-hazard materials
- Working around and with machinery having moving parts

Print Name:

Signature:

Date:

CSEA Negotiations: 11/20/2024
Board Approved: 03/11/2025