

Santa Maria-Bonita School District

INSTRUCTIONAL ASSISTANT II - READING SKILL DEVELOPMENT

BASIC FUNCTION

Under the direction of an assigned supervisor, perform a variety of instructional duties pertaining to the reading skill development process; assist in the conduct of intensified learning experiences; perform routine clerical and supportive duties related to classroom activities; monitor and report student progress.

REPRESENTATIVE DUTIES

Assist instructional personnel with the presentation of learning materials and in the conduct of instructional exercises pertaining to reading skill development activities**E**; tutor individual and small groups of students to reinforce and follow up reading skill development activities**E**; prepare a variety of reading skill development materials and learning aides**E**; confer with teacher concerning programs and materials to meet the individual needs of assigned students**E**; maintain a variety of records and files**E**; administer, monitor and score specialized tests**E**; prepare files pertaining to student records and information pertaining to reading skill development progress**E**; direct students in reading skill drills, practice, and study activities as a follow-up to the presentation of instructional concepts by instructional personnel**E**; observe, control and manage student behavior through the use of positive reinforcement strategies and techniques according to approved guidelines and procedures**E**; report progress regarding student performance and behavior**E**; provide support to the teacher by setting up work areas, displays and exhibits**E**; operate and assist students in the operation of a variety of instructional media, machines and other educational training equipment**E**; requisition and maintain an appropriate inventory of reading skill development textbooks, instructional materials, supplies, and equipment**E**; collect, assemble, catalog, and distribute reading skill development resource materials**E**; assist in monitoring lunchroom and playground activities**E**; accompany students on field trips as assigned; assure health and safety of students by following approved safety practices and procedures**E**; perform a variety of clerical duties including preparing and duplicating instructional materials, scoring papers and recording grades**E**; maintain the confidentiality of student records and information according to established guidelines**E**; participate in staff meetings, inservice training programs and parent conferences as assigned**E**; assist in maintaining an orderly, attractive, and positive learning environment; perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Child guidance principles and practices related to children with special education needs;
Problems and concerns of students with special needs;
Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling;
Safe practices in classroom activities;
Basic instructional methods and techniques;
Correct English usage, punctuation, spelling, grammar and vocabulary;
Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy;
Basic recordkeeping techniques;
Classroom procedures and appropriate student conduct;
Operation of office machines and keyboard equipment;
Instructional strategies pertaining to intensified reading skill development processes.

Ability to:

Assist with instruction and related activities in reading skills development;
Reinforce instruction to students with reading disabilities;
Perform clerical duties related to classroom activities;
Operate and demonstrate the use of laboratory materials and equipment;
Understand and follow oral and written directions;
Communicate effectively with children and adults;
Read, interpret, apply and explain rules, regulations, policies and procedures;
Establish and maintain cooperative and effective working relationships with others;
Work confidentially with discretion;
Communicate effectively both orally and in writing;
Understand and work within scope of authority;
Utilize appropriate instructional materials and procedures to enhance a positive educational environment.

(continued)

Instructional Assistant II - Reading Skill Development, continued

EDUCATION AND EXPERIENCE

Any combination equivalent to: Graduation from High School supplemented by coursework or training in child growth and development and instructional technology in reading skill development and one year of paid or volunteer experience as an instructional aide, in a reading skill development environment.

WORKING CONDITIONS

Environment:

Indoor classroom environment.

Physical Abilities:

Sitting or standing for extended periods of time;

Bending at the waist and kneeling or crouching to provide assistance to students;

Hearing and speaking to exchange information;

Seeing to read assignments and to monitor student activities;

Lifting moderately heavy objects.

Hazards:

Potential exposure to communicable diseases and contact with blood and other body fluids.

Approved: 02/25/98

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