



LOWELL JOINT SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT EARLY LEARNING

Classified Salary Schedule
Range 14

JOB SUMMARY:

Under direction of the classroom teacher, and the supervision of school principal or designee, serves as an assistant in the provision of instructional and paraprofessional support for students including intensified learning experiences, ingress and egress on campus, and performs other related routine clerical and non-instructional duties as required.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar; related or a logical assignment to the classification.

- Assists in providing intensified learning experiences for individual students in identified academic areas.
- Performs support to teachers with the presentation of learning materials through tutoring individual or small groups of students in a classroom environment.
- Assists the teacher in a virtual or in person setting by monitoring student activity online and redirecting wayward students, providing small group instruction as directed by the teacher.
- Attends in-service training as directed.
- Supervises students on school grounds.
- Organizes materials and supplies for student activities.
- Maintains open communication, monitors progress, collects student data and reports to principal and classroom teachers.
- Observes student behavior and interaction with the learning process for reporting to the teacher.
- Provides positive feedback and tips to reinforce student learning.
- Ensures that student safety rules are obeyed.
- Reports unauthorized activities and unauthorized persons on school grounds and unsafe conditions to the appropriate site administrator.
- Assists in supervision of students, both at play and during ingress and egress at the school campus.
- Functions as an appropriate role model for students, providing proper examples, emotional support and a friendly attitude and general guidance.
- Routinely squat, crouch, sit on small chairs, and hard surfaces with students.
- Adhere to the appropriate code of ethics and student confidentiality.
- Outdoor supervision during recess and lunch.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Basic methods of instruction, including arithmetic, grammar, spelling, language and reading.
- General classroom procedures, rules of conduct and appropriate student guidance; safe practices in classroom and playground activities.
- Instructional principles of administering, scoring and interpreting examinations.
- Operation of standard office and classroom equipment.
- Interpersonal skills, using tact, patience, and courtesy.
- Effective written and oral communication skills.

Ability to:

- Provide instruction, supervise and discipline students according to approved policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Work confidentially with discretion and independently with little supervision.
- Operate a variety of standard office and classroom equipment.

Ability to (continued):

- Participate in student activities.
- Squat, crouch or sit on small chairs low to the ground or hard floors.
- Maintain confidentiality of records and information.
- Implement and give oral direction and deal with problems firmly and fairly as soon as they arise.
- Perform clerical duties; establish and maintain effective record keeping procedures.
- Establish and maintain cooperative and effective working relationships with students, staff and parents.
- Lift and move items weighing up to 50 pounds.

Education/Training/Experience:

Completion of high school or General Education Diploma (GED). Must meet one of the following qualifications as defined by the NCLB Act (SB1405): (1) AA degree or higher; (2) completion of at least 48 units of course work at an institution of higher education; (3) successfully pass the District's local assessment test. Volunteer or paid experience working with children is preferred.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include walking, walking briskly, sitting and/or standing for extended periods of time. Frequent to occasional bending at the waist is required. Employees may reach overhead as well as above the shoulders and horizontally. Ability to squat, sit on hard floors, crouch and sit in small chairs with students for a prolonged length of time.

Mental Demands:

Employee must be able to comprehend and follow written and oral instructions; interpret policies and procedures; and interact cooperatively with District staff, students, and parents.

Work Environment:

While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment. There is frequent contact with staff. The noise level is moderate.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

10 months per year, 5 days per week, up to 3.75 hours/day

Instructional Assistant- Early Learning

Board Approved: November 2, 2020, May 2, 2022
Revised: May 2, 2022