



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Instructional Assistant (General Ed)**

Position Type: Classified	Department: Student Support Services
Salary Schedule: Classified	Reports to: Teacher/Principal
Salary Range: Range 14	
Term of Employment: 9 months	Date: November 3, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists teacher in providing a well-organized and smooth-functioning instructional program.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Develops and maintains sympathetic understanding of individual students, their needs, interests, abilities, and disabilities.
- Assists teachers in working with students individually or in small groups to reinforce material and skills as directed by the teacher and related staff members in both school and job settings.
- Assists teachers in implementing and maintaining classroom discipline, as directed.
- Assists in planning lessons and activities for smaller groups or individual students under the direction of the teacher.
- Communicates well with others in expressing concerns/compliments.
- Assists with program needs as requested.
- Assists in daily cleaning, organizing, and preparation of classroom materials as directed.
- Assists with individual student needs as requested.
- Exhibits collaboration skills and teamwork.
- Maintains professionalism when working with families; refrains from becoming personally involved outside of school.
- Escorts students to and from the classroom, as directed by the teacher.
- Monitors students' use of computers and software as directed.

- Maintains accurate, complete, and correct records as required by law, district policy and administrative regulations as directed.
- Acts as a role model to students.
- Follows and supports administrative regulations of the school and the district.
- Participates in appropriate in-services, workshops, and conferences as directed.
- Attends parent conferences as requested by the teacher.
- Maintains a high level of ethical behavior and confidentiality.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three years related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.