

**Dunham School District**  
**Job Description**  
Instructional Assistant

**Definition:**

Under the general direction of the site administrator, in cooperation with the classroom teacher (s), performs the necessary duties to assist in assigned instructional areas to meet the individual needs of students and to assist in the daily operations of the classroom.

**Examples of Duties and Responsibilities\*\*:**

- Assists the classroom teacher in maintaining classroom control and in assigned instructional areas to designated students. Interacts with students, encourages their performance, observes progress, and meets instructional needs as they arise.
- Shares observations of students with the classroom teacher(s).
- Assists in various aspects of classroom work, including administering tests, correcting and grading student work, and the recording of information.
- Participates in lesson planning, staff meetings, and conferences.
- Prepares materials, obtains supplies and necessary equipment for classroom activities.
- Assists in a variety of activities related to the daily operations of the classroom, such as, roll call, lunch count, absences, and out-of-classroom errands.
- Maintains necessary records and copying materials.
- Performs other related work as required.

\*\* Duties may vary depending on funding source and/or particular assignment.

**Knowledge of:**

Entry-level position

- Ability to:
- Understand and carry out oral and written directions.
- Relate positively to students, staff, and public
- Read, write, spell, and make accurate arithmetic calculations.
- Learn and follow the practices, rules, and regulations of the school.
- Learn and apply any specific techniques or practices unique to the program to which assigned.
- Maintain the confidentiality of school related information.
- Maintain cooperative relationships with those contacted in the course of work.

**Experience and Training:**

- At least one year experience working with children in school setting or in youth related activities preferred

**Education:**

- High School or equivalent. (California law requires that all instructional assistants pass proficiency tests in reading, language usage, and math, equivalent to a graduating senior of the attendance area high school.)

**Desirable Qualifications:**

- A commitment to education, with interest in the overall coordinated effort to education children
- Possess or obtain CPR and First Aid Certification.
- Ability to communicate in Spanish