

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

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<b>TITLE:</b>	Instructional Assistant II	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various Schools	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	024 PARA
<b>ISSUED:</b>	July 1, 2002		

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#### **BASIC FUNCTION:**

Provide assistance of an independent, difficult, or specialized nature in classrooms, resource centers, or other instructional areas involving contact with pupils on an individual or group basis.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

#### **E = Essential Functions**

Tutor individual pupils or groups of pupils. **E**

Regularly administer placement, achievement, and diagnostic tests or other special program tests and records test scores. **E**

Design, prepare, and instruct pupils in the use of a variety of supplementary instructional materials and audiovisual aids. **E**

Coordinate and supervise pupil use of a learning resource center. **E**

Assume responsibility for the general supervision of pupils in the classroom or other instructional area for extended periods of time, in the absence of the classroom teacher. **E**

Supervise pupils at assemblies, on field trips, and in lunch or play areas. **E**

Maintain class rolls, attendance, and other records. **E**

Set up and operate motion picture projectors, slide projectors, tape recorders, television sets, and other audiovisual equipment. **E**

May provide individual or small group instruction to pupils in special programs according to established individual education plans.

May train and direct pupil monitors.

May accompany and provide instruction to pupils on buses while enroute to and from school and during field trips.

May assist with the logging of daily bus ridership data.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to one year of paid experience or two years of volunteer experience involving classroom assistance or other instructional duties.

**LICENSING AND OTHER REQUIREMENTS:**

Personal appearance, grooming, and language patterns which will provide a satisfactory example to pupils.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Instructional/tutorial procedures and practices.  
Reading and writing English communication skills.

**ABILITY TO:**

Read, write, speak, and understand the English language.  
Demonstrate skill in the application of instructional/tutorial procedures and practices.  
Show enthusiasm for and interest in the instructional program.  
Establish and maintain effective working relationships with others.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records.  
Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, classroom and outdoor settings.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

**DISTINGUISHING CHARACTERISTICS:**

Instructional Assistant II differs from the next lower class of Instructional Assistant in that duties include a greater variety and complexity of subject material or are of specialization which usually involves coordinating activities with two or more classrooms. Duties typically include limited planning and interpretation of classroom instruction. This class differs from the next higher class of Instructional Assistant Coordinator in that scope of activities is narrower and does not include coordinating work of other paraeducator staff.

NOTE: Some positions may be required to have conversational and written skills in a specific foreign language related to the needs of the assignment; ability to translate and adapt materials to and from English into an appropriate foreign language may also be required.

NOTE: Many positions in this job class may be part time. Part-time positions are subject to an increase or decrease in hours according to district needs. Some positions may involve two or more locations requiring travel between sites within the regular work day.

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Job Code 6402

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