

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

GENERAL EDUCATION INSTRUCTIONAL ASSISTANT
SEIU

DEFINITION OF POSITION

The General Education Instructional Assistant is responsible for supporting students. Assists teachers and specialists in the instruction, supervision and training of Pre-Kindergarten through grade 12 students, as directed, in some cases pursuant to student specific plans. The General Education Instructional Assistant may be assigned to more than one site or classroom to provide student support where needed. The Principal, Assistant Principal, or administrative designee at the assigned school is responsible for supervising the General Education Instructional Assistant. Certificated Staff at the site provides direction in job duties.

EXAMPLES OF DUTIES

The following are typical duties and responsibilities for positions in this classification. Any single position may or may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Assist students in the areas of class work, classroom assignments, classroom conduct, and assessments
- Facilitate age-appropriate social interactions, activities, and instruction for all students in the classroom and on the playground
- Deliver instruction individually or in small groups under the supervision of credentialed staff
- Support with the implementation of school-wide, class-wide, and individual positive behavior interventions and supports
- Encourage students toward increased independence and self-reliance
- Develop rapport with all students, being fair, consistent, and respectful
- Observe students' mental and physical health, and support their social-emotional development and wellness; report any potential problems to appropriate school staff member
- Maintain confidentiality of individual student and school-related information
- Establish and maintain cooperative relationships with those contacted during workday
- Take appropriate action in emergency situations, following procedures in a calm, reasonable manner
- Assist in the supervision of students in classroom, school grounds, other school activities, during contracted work hours, including student recess and lunch breaks
- Recognize, stimulate, and solicit student interest, input, and participation to the fullest extent of each student's potential
- Provide indoor/outdoor recreational activities based on student need
- Attend in-service training/professional development opportunities as required
- May assist students with toileting accidents
- Perform other related duties as assigned

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Standard English usage, spelling, grammar and punctuation and basic math
- Basic First Aid and CPR procedures and techniques desired
- Standard office equipment, computer applications, and programs
- Stages of child development and learning styles
- Age appropriate activities, classroom procedures, and appropriate student conduct
- Health standards and practices
- Safety practices and procedures

Ability to:

- Work in a positive manner with students and staff members, while exhibiting patience and compassion
- Work with frequent interruptions
- Communicate effectively in both oral and written form.
- Assist in directed instruction, including:
 - a) Academics: reading, writing, math concepts
 - b) Motor skills; physical education, body awareness
 - c) Speech/language: communication skills
 - d) Leisure/recreation: recess, games, outings, breaks
- Gather and prepare materials (books, kits, lab materials, etc.) as needed in the classroom
- Maintain an effective learning environment through student supervision, class management, and student discipline
- Recognize student strengths and weaknesses, and effectively communicate observations as appropriate
- Contribute relevant feedback/information on student progress through observation, interaction, and maintaining accurate records
- Report potential needs or difficulties to teacher
- Work independently as necessary
- Pass basic skills proficiency test or meet educational requirements
- Pass physical examination
- Knowledge and application of cultural diversity
- Maintain regular, reliable and punctual attendance
- Attend meetings and special functions as requested by the principal or supervising teacher during contractual day

EXPERIENCE/EDUCATION

Prefer a minimum of two years working directly with students in an instructional setting. Bilingual (Spanish) desirable. High School diploma or equivalent is required. Examples of equivalent would be: Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience performing child supervision and behavior monitoring duties. Some college coursework related to education is desirable.

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PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally encounter outside weather conditions, walking on uneven ground when outdoors; exposure to student illness, injuries, infections and bodily fluids. May be required to maneuver into awkward positions. The noise level in the work environment is usually moderate.

Sitting: Occasionally

Standing/walking: Frequently

Waist bending: Occasionally to frequently

Neck bending: Occasionally to frequently

Squatting: Frequently

Climbing: Rarely

Kneeling: Frequently

Crawling: Rarely

Neck twisting: Occasionally to frequently

Waist twisting: Occasionally

Pushing/pulling: Occasionally – up to 150 lbs. at a time

Running: Occasionally

Reaching:

Above shoulder: Occasionally

Below shoulder: Frequently

Lifting/Carrying:

0-10 lbs: Frequently – weights carried 50 to 100 feet at a time

11-25 lbs: Occasionally – weights carried up to 100 feet at a time

26-50 lbs: Occasionally – weights carried from 10 to 100 feet at a time

51+ lbs: Rarely

Hand Activities:

Repetitive hand use: Occasionally

Simple grasping: Frequently

Power grasping: Occasionally

Fine manipulation: Rarely

Hand and arm twisting/turning: Occasionally to frequently

Computer operations/writing: Rarely

OTHER REQUIREMENTS

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Obtain basic first aid and CPR certifications