

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

***POSITION TITLE: INSTRUCTIONAL ASSISTANT – Title I***

**DEFINITION:** Under the direct supervision of teachers and other certificated personnel, assists in the performance of their duties, the supervision of pupils, and in instructional tasks.

**ESSENTIAL FUNCTIONS:** *Duties may include, but are not limited to the following:*

- Instruct students on a one-to-one or small group basis because of individual and specific handicaps.
- Under the direction of the teacher, coordinate services for Title I students.
- Monitor and assist students through drill, study, and research activities after lessons and instructions have been provided by the teacher.
- Assist in keeping daily records of student progress.
- Maintain routine informational and operational records.
- Aid teacher in conferences and communications with parents.
- Assist teacher with routine detailed or clerical duties.
- Order and distribute equipment and instructional supplies.

**QUALIFICATIONS:**

**Knowledge of:**

- English usage; spelling, grammar and punctuation.
- Learning handicaps of children in order to be able to aid in learning process.
- Basic Behavior Management Strategies.
- Curriculum approaches appropriate to students with learning handicaps.
- Programs such as Math, Writing, Spelling Mastery, Reading Mastery, Systemic Explicit Phonetic Instruction (Note: These programs will require specific training provided at MCOE, and must be successfully completed within the first year of employment.)

**Ability to:**

- Develop and maintain cooperative working relations with those contacted in the course of the work.
- Work independently on own initiative.
- Perform and/or participate in special areas of instruction.
- Speak and write effectively in English.
- Establish relationship with students.

**EDUCATION AND EXPERIENCE:**

- Completion of the twelfth grade.
- Completion of training in programs such as Spelling Mastery, Reading Mastery, Systemic Explicit Phonics Instruction.

**POSITION TITLE: INSTRUCTIONAL ASSISTANT – Title I, Continued**

- Employees hired into the position of Instructional Assistant – Title I, after January 8, 2002 must meet at least one of the requirements of the No Child Left Behind Act, which are:
  - Passage of a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics, or
  - Two years college coursework, or
  - Associates of Art degree, or
  - Baccalaureate degree

**PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:**

**Ability to:**

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing students and reading instructional materials, tests, student records and other printed matter.
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Operate audiovisual equipment, computer, typewriter, copy machine and other office and other equipment used in the course of work with dexterity.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 30 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

**WORKING CONDITIONS:**

Indoor and outdoor working environment subject to bending, crouching, kneeling and reaching in all directions.

**LICENSE OR CERTIFICATE:**

- Possession of a valid California Driver's license is desirable.
- Valid CPR/First Aid Certification is desirable.

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.