

**Dunham School District**  
**Job Description**  
**1 to 1 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:**

Duties and Responsibilities may include, but are not limited to, the following:

- Assists in direct instruction, including:
  - Vocational skills, job- and work-related tasks
  - Academics—reading, writing, math concepts
  - Motor skills—physical education, body awareness
  - Speech/language—communication skills
  - Leisure/recreation skills
  - Independent living and domestic skills
  - Self-help—toileting, feeding, personal hygiene, dressing, etiquette and manners
  - Other specialized health care—diapering, toilet training
  - Community-based instruction
  - Specialized subject areas, based on individual needs
- Maintains an effective learning environment through student supervision, class management, and student discipline;
- Assists students with various physical and instructional-related equipment such as computers, tablets, ELMO software, playground equipment, and physical therapy equipment
- Makes effective use of materials, media, audio-visual, equipment and supplies;
- Accompanies students to classes as assigned and assists teachers and students as needed.
- Prepares instructional materials to include worksheets and manipulatives;
- Performs a variety of clerical tasks, including typing, making copies, collating, gathering resource information and materials, filing, food program record keeping, fundraising activities, answering phones, taking and relaying messages, word processing;
- Participates in job-related meetings as requested;
- Contributes relevant feedback/information on student progress through observation, interaction and maintaining accurate records;
- Maintains informational and operational records and files, including test/homework scores, student work, meal counts, incident reports, and other records related to student instruction;
- Monitors and assists students in using adaptive devices; i.e., electric wheelchairs, hearing aids, speech synthesizers, cassette players, VCRs, DVD players, and various recreational equipment;

- Provides direction and support to peer tutors/student assistants including lifting of students, safe and healthful work habits;
- Maintains cooperative relationships with all parents/care providers, staff and students;
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**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