

**BERRYESSA UNION SCHOOL DISTRICT**  
**Position Description**

**JOB TITLE: Instructional Associate**

Job Purpose Statement: The job of "Instructional Associate" is done for the purpose/s of assisting in the supervision and instruction of students, and relieving teachers of routine clerical tasks, under direct supervision of the classroom teacher/principal.

**Essential Job Functions:**

- ☐ **Assists** teachers for the purpose of implementing lesson plans.
- ☐ **Reinforces** material initially introduced by classroom teacher for the purpose of improving student learning.
- ☐ **Maintains** classroom equipment, student files, records, etc. for the purpose of ensuring availability of items as may be required.
- ☐ **Monitors** and assists individual students during classroom and/or playground for the purpose of providing a safe and positive learning environment.
- ☐ **Performs** record keeping and basic clerical functions, scheduling, copying, etc. for the purpose of supporting the teacher in maintaining students files and providing classroom materials.

**Other Job Functions:**

- ☐ **Administers**/proctors tests and corrects papers for the purpose of assisting teachers in evaluating students progress.
- ☐ **Assists** other personnel for the purpose of supporting them in the completion of their work activities.
- ☐ **Confers** with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementation of students' objectives.
- ☐ **Participates** in various meetings for the purpose of sharing information and/or improving skills/knowledge.

**Job Requirements - Qualifications:**

- ☐ **Experience Required:** Prior job related experience with school age children.
- ☐ **Skills, Knowledge and/or Abilities Required:**  
*Skills* To communicate clearly and effectively, perform basic clerical functions and arithmetic calculations, operate computers and standard office equipment, use correct grammar, punctuation and

spelling.

-2-

**Skills, Knowledge and/or Abilities Required:** (continued)

- ∃ **Knowledge** of principles of child development and safe practices for indoor and outdoor activities.
- ∃ **Abilities** to sit for prolonged periods; understand and carry out oral and written instructions; maintain confidentiality of student records; meet schedules and deadlines; read/interpret/ apply rules, regulations, policies; learn about method and materials used in a variety of instructional situations; interact positively with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity.
- ∃ **Education Required:** High School diploma or equivalent
- ∃ **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance. Valid California Drivers License.

**Reports to:** Principal

**Work Year:** 181 days

**Salary Placement:** Range 5.5

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the classified Personnel and the CSEA Contract.

Board Approved: July 21, 1998