

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## JOB DESCRIPTION

### CLASSIFIED PERSONNEL

### CLASSROOM ASSISTANT

JD 4200.1

#### Definition

Under general supervision, to perform paraprofessional instructional activities; to provide intensified learning experiences for students; to provide a variety of clerical and supportive tasks for instructional personnel; and to do related work as required.

#### Responsible to:

Site Administrator

#### Examples of Duties

1. Assist instructional personnel with the presentation of learning materials.
2. Assist students individually or in small groups to reinforce and follow-up learning activities.
3. Monitor and assist students through drill, practice and study activities following the presentation of instructional concepts by teaching personnel.
4. Assist in the supervision of small groups of students in the classroom, playground and study trip activities.
5. Read to students, explain words and meanings, rephrase materials and provide learning examples.
6. Perform a variety of clerical duties, such as filing, typing or duplicating materials.
7. Distribute and account for materials such as textbooks, supplies and equipment; collect, assemble, catalogue and distribute resource materials.
8. Assist in maintaining a variety of reports and records.
9. Assist in maintaining student discipline.
10. Assist in maintaining a neat, orderly and attractive learning environment.
11. Assist in scoring tests and compute and record grades.
12. Assist in parent conferences.
13. Assist in playground assignment.
14. Perform other related duties as may be assigned.

#### Qualifications Guide

##### Knowledge of:

1. Correct English language usage, punctuation, spelling and grammar.
2. General concepts of child growth and development and child behavior characteristics.
3. Routine record keeping.
4. Operation of computer and general office equipment.
5. Efficient data processing techniques.
6. Basic arithmetical concepts.
7. Public education goals and objectives.

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#### Ability to:

1. Speak, read, write, and communicate effectively in English.
2. Maintain confidentiality.
3. Assume responsibility for assisting in the supervision of students.
4. Be understanding, patient, positive, and receptive toward children.
5. Perform routine record keeping.
6. Learn and utilize school curriculum, standard teaching aids and office machines.
7. Understand and carry out written and verbal directions.
8. Learn and utilize basic methods and procedures to be followed in instructional settings.
9. Maintain cooperative working relationships with staff, students, parents and the general public.

#### Training, Education and Experience

1. High School degree or recognized equivalent, and
2. Either an Associates of Arts (AA) degree or have completed 48 college/university semester units or equivalent quarter units or passage of the Fallbrook Union Elementary School District examination for this classification.
3. Experience working with diverse groups and cultures.
4. One year of paid or volunteer experience working with children in an educational or childcare setting is highly desirable; coursework in childcare, supervision, psychology, or guidance; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Job Description Adopted: April 1981  
Job Description Revised: December 01, 1986  
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Job Description Revised: May 2, 2005  
Job Description Revised: October 18, 2010