



## PERSONNEL COMMISSION

**Class Code: 5172**  
**Salary Range: 20 (C1)**

### INSTRUCTIONAL ASSISTANT - MATHEMATICS

#### JOB SUMMARY

Under immediate supervision, assist a certificated teacher in reinforcing mathematic instruction and comprehension to individual or small groups of students in a classroom, math computer lab or other learning environment; assist in the preparation of instructional materials and provide routine clerical support; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Assist a certificated teacher in reinforcing mathematic instruction and comprehension to individual or small groups of students in a classroom, math computer lab or other learning environment. **E**
- Monitor and oversee student drills, practices and assignments in areas related to enhancing mathematical skills and building problem-solving and reasoning skills; assist with assessing student mathematical abilities from basic to advanced levels including algebra, geometry, trigonometry and statistics. **E**
- Assist with the implementation of lesson plans; tutor groups or individual students in correctly understanding, reading and writing math problems and math vocabulary to improve mathematical abilities. **E**
- Conduct drills, practices and exercises for students in math problems; administer, score and record grades of tests and assignments; assist students in completing classroom assignments, homework and projects. **E**
- Monitor and provide assistance to students utilizing self-paced and automated math instructional software programs in a computer lab; turn computers and peripheral equipment on and off; troubleshoot basic computer issues; schedule use of computer lab for math instruction. **E**
- Provide support by setting up work areas, bulletin boards and other displays; perform a variety of clerical duties such as preparing instructional materials, duplicating and distributing materials and maintaining various records and files. **E**
- Observe and monitor behavior of students in the classroom, computer lab and during outdoor activities such as recess and emergency drills according to approved procedures. **E**
- Report progress regarding student performance and behavior; communicate with parents and administrators regarding student performance and behavior as directed; participate in parent/teacher conferences as requested. **E**

- Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance. ***E***
- Operate a variety of classroom and office equipment such as a computer and assigned software, overhead projector, copier and laminator. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication to students in accordance with District policy. ***E***
- Attend a variety of meetings and in-service trainings as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in the Instructional Assistant-Mathematics classification provide specialized instructional support in reinforcing mathematic instruction and comprehension to individual or small groups of students in a classroom, math computer lab or other learning environment. Positions in this class are distinguished by the emphasis on knowledge of mathematical concepts and vocabulary.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Advanced mathematical concepts such as algebra, geometry, trigonometry and statistics.

Basic subjects taught in District schools including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

Safe practices in classroom and playground activities.

Basic child guidance principles and practices.

Classroom procedures and appropriate student conduct.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and filing techniques.

Operation of standard office and classroom equipment including a computer and assigned software.

#### **Ability to:**

Assist a certificated teacher in reinforcing mathematic instruction and comprehension to individual or small groups of students in a classroom, math computer lab or other learning environment.

Assist with assessing student mathematical abilities from basic to advanced levels including algebra, geometry, trigonometry and statistics.

Monitor and provide assistance to students utilizing math instructional software programs in a computer lab.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Administer first aid or necessary physical assistance to ill or distressed students.

Organize instructional materials.

Operate standard office and classroom equipment including a computer and assigned software.

Work independently with little direction.

Maintain a clean, safe and orderly learning environment.

Perform clerical duties related to classroom and computer lab activities.

Perform work with many interruptions.

Maintain routine records and files.

**Education and Training:**

*Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:*

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of six (6) units of college-level coursework in mathematics.

**Experience:**

Six months of experience working with students in a structured environment preferably involving assisting with reinforcing mathematic instruction and comprehension. Experience working with the MIND Institute ST Math program is highly desirable.

Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted on an equal basis.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

**SPECIAL REQUIREMENTS**

Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a designated second language. Selective certification in accordance with the Education Code may be effected to meet this requirement.

**WORKING ENVIRONMENT**

Classroom, computer lab and playground environment.

**PHYSICAL DEMANDS**

Lifting and carrying light objects and instructional equipment typically weighing up to 20 pounds.

Dexterity of hands and fingers to operate a variety of assigned equipment.

Bending at the waist, kneeling or crouching to assist students.

Standing, stooping and walking.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to monitor students and read a variety of materials.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.