

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: CLASSROOM ASSISTANT

DEFINITION:

Under the direction of the Principal and classroom teachers, performs various instructional tasks in assisting with educational needs of pupils and odes related work as required.

JOB RELATIONSHIPS:

Supervised by principals and teachers to whom assigned; has direct contact with students, parents and staff.

TYPICAL DUTIES:

Carries out group lessons planned by the teacher. (E)

Tutors individual children. (E)

Listens to children's oral reading. (E)

Assists and checks pupil seat work. (E)

Prepares instructional materials such as flash cards, games, etc. and helps pupils find reference materials. (E)

Corrects tests, homework and workbooks. (E)

Directs children at clean-up time. (E)

Helps supervise students in playground and cafeteria. (E)

Monitors classroom during brief absences of the teacher. (E)

Arranges and supervises indoor games on rainy days.

Helps settle disputes.

Helps teacher supervise students on field trips and accompanies the children to the nurse's office.

Performs other duties as assigned.

KNOWLEDGE OF:

Function satisfactorily with elementary pupils.

Follow written and oral directions.

Must have an interest and the general ability to work with and direct pupils and to work well with other employees.

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

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

Sitting or standing for extended periods of time.