

GRIZZLY CHALLENGE CHARTER SCHOOL

CLASSIFIED JOB DESCRIPTION

CLASS TITLE: INSTRUCTIONAL ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of community school students in a classroom or other learning environment; assist in the preparation of instructional materials and implementation of lesson plans; provide routine clerical support.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; monitor and oversee student drills, practices and assignments in various subjects; assist assigned teacher with the implementation of lesson plans.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; record and notify parents of student attendance; answer telephone calls and provide general class and student information to parents and others as assigned.

Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor activities as directed; report progress regarding student performance and behavior.

Assist with administering student tests as required; grade student tests and assignments; maintain records and student files related to attendance, meals, tests, grades, progress and assigned activities; prepare mandated reports and documentation as required.

Assist with student enrollment functions as assigned; prepare a variety of correspondence; receive, sort and distribute mail as assigned.

Serve as an informational resource to outside agencies and the public concerning site operations and activities as required.

Operate a variety of office and classroom equipment including a copier, fax machine, computer and assigned software; assist students with a variety of computer operations as directed.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Communicate with faculty, staff, administrators, parents and others to exchange information and resolve issues or concerns.

Provide routine first aid to injured students according to established procedures as needed; administer medications according to prescribed instructions as required.

Monitor inventory levels of classroom supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned.

Maintain security of classroom and office supplies and equipment.

Attend and participate in various meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student guidance principles and practices.

Courses taught in Alternative Education schools, including mathematics, English language arts, and reading.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Problems and concerns of students with special needs.
Classroom procedures, safe practices, and appropriate student conduct.
Safe practices in classroom and playground activities.
Operation of standard office and classroom equipment including a computer.
Methods of collecting and organizing data.
Basic record-keeping and report preparation techniques.
First aid and CPR procedures.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.
Reinforce instruction to individual or small groups of community school students as directed by the teacher.
Assist in the preparation of instructional materials and implementation of lesson plans.
Perform a variety of clerical duties including typing, filing and duplicating materials.
Understand and relate to students with special needs.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both verbally and in writing.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Understand and follow oral and written instructions.
Operate standard office and classroom equipment including a computer.
Observe health and safety regulations.
Maintain records and prepare routine reports.
Administer first aid and CPR.
Demonstrate interpersonal skills using tact, patience and courtesy.
Maintain regular and reliable attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above including some experience working with children in an organized setting **and** an AA degree (or equivalent) or passage of proficiency examination in compliance with Education Code and No Child Left Behind Act.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.
Physical agility to lift 20 pounds to shoulder height.
Lifting, carrying, pushing or pulling moderately heavy objects.

HAZARDS:

Contact with dissatisfied or abusive individuals.
Potential for exposure to fumes from pepper spray.