

Job Summary:

The job of Instructional Assistant C/CS is done for the purpose/s of providing directed learning experiences; maintaining a suitable learning environment; preparing appropriate materials; completing records and forms related to student and classroom activities; and performing other related duties as assigned under the direction of a certified teacher.

Essential Functions:

- Assists staff for the purpose of administering diagnostic and state-mandated assessments.
- Assists staff for the purpose of providing school meals to students.
- Assists students with academic deficiencies for the purpose of providing additional tutoring and/or instruction to meet standards.
- Assists the teacher-developed educational program for the purpose of presenting/preparing a variety of instructional materials.
- Assists the teacher for the purpose of maintaining appropriate classroom control.
- Assists the teacher for the purpose of maintaining order during implementing the safety and crisis intervention plan.
- Attends trainings and other staff development activities for the purpose of developing job knowledge and skills.
- Handles confidential material for the purpose of maintaining confidentiality.
- Implements strategies for behavior management for the purpose of maintaining appropriate classroom control.
- Maintains various records for the purpose of maintaining student files.
- Makes contacts with the community and other agencies for the purpose of assisting the teacher and students.
- Observes/directs students for the purpose of maintaining proper conduct and self-discipline.
- Performs record keeping and clerical duties for the purpose of maintaining accurate school and state required documentation.
- Supervises students for the purpose of monitoring student behavior in play and sport activities.
- Supervises students for the purpose of insuring students' safety at the bus stop when boarding and exiting the bus.

Skills, Knowledge and/or Abilities:

- **Skills to:**
 - work with high-risk youth including the ability to participate in physical restraint of student in emergency situations;
 - participate in recreational, team-building, and sportsmanship activities;
 - use a personal computer.
- **Knowledge of:**
 - physical and emotional needs of high-risk youth;
 - recreational activities, team building, and sportsmanship;
 - basic computer use.
- **Ability to:**
 - communicate effectively with staff, parents, students, and outside agencies;
 - follow directions provided by the teacher or the administrator;
 - present instructional lesson to a small group or class under direction of the teacher;
 - assist with maintaining group or class control including physical restraints in emergency situations;
 - implement approved strategies for behavior management;
 - assist teacher with overall implementation of the instructional program;
 - maintain efficient program and state-required student documentation;
 - assist student with self-discipline and self-help activities;
 - maintain clerical records and prepare simple reports.

Responsibilities include: working under standardized instructions and/or routines; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and some fine finger dexterity. Generally the job requires 33% sitting, 33% walking and 33% standing.

Experience Required:

- Job Related Experience is required.

Education Required:

- High school diploma or the equivalent.
- AA Degree, 48 college units, or Instructional Aide Examination Certificate

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid CA Driver's License and proof of automobile insurance.
- High School Proficiency Test.
- Department of Justice and FBI Fingerprint Response.
- Bilingual (Spanish) preferred.

FLSA: Non-Exempt**October 2003**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.