

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-ADULT SCHOOL

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in the adult school program; assist in the preparation of instructional materials and provide routine clerical support.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Tutor individual or small groups of students in the adult school program, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects.

Provide classroom support to the teacher by setting up work areas and displays, operating equipment, and distributing and collecting paper, supplies and materials; confer with teachers concerning lesson plans and materials to meet student needs.

Assist assigned teacher with the implementation of lesson plans; grade student tests and assignments; confer with students concerning test results; record grades; report progress regarding student performance; maintain student files as assigned.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials.

Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean, set up, and set out instructional materials.

Operate a variety of classroom and office equipment such as copiers, overhead projectors, paper cutters, laminators, computers and assigned software.

Assist with the registration of new students as assigned; conduct orientation activities for new students; provide information to members of the community concerning program activities.

Observe and control behavior of students according to approved procedures.

Perform a variety of duties in specialized instructional areas such as computer applications, data entry and desktop publishing as directed.

Monitor inventory levels of classroom supplies; order and receive classroom supplies as directed.

Assists in the administration of first aid and seeks assistance for serious student illness or injury. Attend assigned meetings, conferences and in-services.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
Basic instructional methods and techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Classroom procedures and appropriate student conduct.
Operation of standard office and classroom equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.
Reinforce instruction to individual or small groups of students in the adult school program as directed by the teacher.
Assist in the preparation of instructional materials.
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.
Operate standard office and classroom equipment.
Observe health and safety regulations.
Perform clerical duties related to classroom activities.
Maintain records and files.

EDUCATION AND EXPERIENCE:

Special Qualifications upon hire for positions at a school site pursuant to the “No Child Left Behind Act of 2001”:

- Complete at least two (2) years of study at an institution of higher education (college level) or forty-eight (48) semester units, including a math and an English class;

OR

- Obtained an associate’s (or higher) degree;

OR

- Pass an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics **OR** reading, writing and mathematics readiness.

One year of paid or volunteer experience working with school-age children desired.

Adopted by the Board on January 29, 2008

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and playground 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 file and retrieve materials.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.