

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT – AFTER SCHOOL PROGRAM-BILINGUAL**

#### **BASIC FUNCTION:**

Under the direction of the ASPIRE Coordinator, assist in the overall activities of school-aged children at an assigned site; assist in planning and implementing activities; monitor children in classroom and outdoor activities; assist students in English or a designated second language with completing exercises, drills and assignments.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Provide a safe, caring, positive and interesting learning environment for students at an assigned site; prepare materials and supplies for daily activities; take attendance.

Direct and supervise students in various activities.

Assist students in English or a designated second language with completing exercises, drills and assignments; assist students with letter and word pronunciation and recognition; modify learning activities to meet student needs and individual skill levels.

Serve as role model, develop and reinforce positive social behaviors of children.

Ensure the health and safety of students by following health and safety practices and procedures; prepare incident reports as required; assist in maintaining a clean and orderly environment.

Perform a variety of clerical duties; record attendance and maintain assigned records; prepare bulletin boards.

Operate various office and audio-visual equipment; operate a computer to update student information as assigned; answer telephone calls and direct inquiries to the appropriate personnel.

Assist children with homework assignments; explain and answer questions to enhance student understanding of homework as needed.

Communicate with parents/guardians regarding behaviors of students.

Escort children to and from classrooms and restrooms.

##### **OTHER DUTIES:**

Perform related duties as assigned.

Assist with basic First Aid.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Basic child development principles and practices.

Health and safety practices in classroom and outdoor activities.

Classroom procedures and appropriate student conduct.

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**Ewing Consulting Services**

Basic record-keeping techniques.  
Proper English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Policies and procedures of assigned program and activities.  
Operation of a computer and assigned software.  
Interpersonal skills using tact, patience and courtesy.  
Child guidance principles and practices.

**ABILITY TO:**

Assist in the overall activities of school-age children in an assigned after-school program.  
Assist in planning and implementing activities.  
Speak and interpret English and a designated second language.  
Supervise children in classroom and outdoor activities.  
Make mathematic calculations.  
Maintain a safe, clean and orderly environment.  
Understand and follow oral and written instructions.  
Communicate effectively both orally and in writing.  
Apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Oversee students according to approved policies and procedures.  
Operate a computer and assigned software.  
Perform First Aid, CPR and AED.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or its equivalent and one year instructional support or similar experience working with students.

Positions in this class will be required to translate oral and written communications between English and a designated second language.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid, CPR and AED certificates issued by an authorized agency. Valid certification to be obtained in the first six months of District employment.

Special Qualifications upon hire for positions at a school site that is supported by Title I funds pursuant to the "No Child Left Behind Act of 2001":

Completed at least 48 semester units of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor/outdoor environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Walking, running, bending at the waist, kneeling or crouching to assist students.

Ability to see to observe students and read materials.

Hearing and speaking to exchange information.

Lifting, carrying, pushing, and pulling.

**FINAL 4-23-14**