



PERSONNEL COMMISSION

Class Code: 0773
Salary Range: 20 (C1)

INSTRUCTIONAL ASSISTANT-ADULT SCHOOL LITERACY SERVICES

JOB SUMMARY

Under immediate supervision, assist in the effective instruction of students; perform a variety of instructional and clerical duties including conducting the initial screening orientation of students applying for assistance from the Long Beach School for Adults (LBSA) Literacy Services; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assess student applicants reading and writing ability using informal and non-standardized methodologies such as orientation interviews, reading lists and writing samples. **E**
- Disseminate information via phone and in person to prospective students and tutors concerning the LBSA Literacy Center and Project Read activities, classes and other related information. **E**
- Introduce to and coach new students on computerized materials at the Literacy Center's reading lab. **E**
- Assist in developing curriculum. **E**
- Create, develop and mail Project Read newsletters to the 200 tutors and prospective tutors. **E**
- Compile, tabulate and report the number of hours logged by the tutorial staff and students in accordance with grant attendance reporting requirements. **E**
- Coordinate and schedule tutorial assignments by matching students with tutors on the basis of availability, location and personal attributes. **E**
- Create and develop flyers for the recruitment and training of tutors. **E**
- Set up room with adequate seating, supplies, materials and refreshments for tutor training. **E**
- Gather, store, stock and deliver educational materials to tutors at libraries and other Literacy Center sites. **E**
- Check completed student work for accuracy and inclusion into their progress report portfolio. **E**
- Maintain inventory of worksheets, assessment materials, form letters and applications for the Literacy Center. **E**

- Collect, sort, distribute, file and respond to correspondence. ***E***
- Recommend, assemble, organize and type instructional activities and materials relating to the Literacy Center and Project Read. ***E***
- Participate in and direct the activities of students in the Center, or with tutors in the absence of teachers. ***E***
- Review and score work assignments or tests. ***E***
- Assist in the training of new tutors and in in-service meetings with experienced tutors. ***E***

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

An incumbent works in the Long Beach School for the Adults Literacy Center to receive patrons and provide an initial assessment of reading and writing skills to potential students. The incumbent must be able to work with adults who have reading disabilities or low level reading skills. The incumbent has a high volume of public and telephone contact and must possess good interpersonal skills and tact to deal with the special clientele of the center.

EMPLOYMENT STANDARDS

Knowledge of:

Computer assisted instruction programs and their operation for use in the Literacy Center's reading laboratory.

Psychological terminology and attributes related to reading/writing disorders such as dyslexia and /or any associated behavior.

English usage, grammar and punctuation.

Record keeping techniques.

Ethnic groups and cultural diversity in community neighborhoods

Personal computer operating systems, procedures and other office software applications including desktop publishing.

Basic math.

Ability to:

Develop curriculum related to instructional activities and materials.

Learn Long Beach School for the Adults Literacy Center materials and formal/informal assessment procedures.

Understand and carry out oral and written instructions.

Motivate and encourage adult students to participate in the reading tutorial programs.

Listen attentively to students.

Establish and maintain effective working relationships with others.

Make recommendations to assist students achieve their educational, psychological and social goals.

Prioritize work.

Operate office and video recording equipment such as computers, computer software and video/audio media players.

Perform other clerical duties as assigned.

Education and Training:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level coursework relating to the activities of this classification, such as education, sociology, mental health, psychology and guidance and counseling.

Experience:

One year of experience providing guidance or related instructional assistance to a teacher or working with adults or young adults in a community organization or institution.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of personal automobile and possession of a valid California Class C driver's license.

Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a designated second language. Selective certification in accordance with the Education Code may be effected to meet this requirement.

WORKING ENVIRONMENT

Typical school site or classroom environment, learning center or community setting. Travel from School for the Adults to other tutorial sites such as neighborhood and main libraries.

PHYSICAL DEMANDS

Some assignments require the lifting and positioning of boxes of computer paper, books and other instructional materials.

Kneeling, crouching or crawling on floor, under equipment, stooping, pushing or pulling.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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