



PERSONNEL COMMISSION

Class Code: 0214
Salary Range: 20 (C1)

INSTRUCTIONAL ASSISTANT - ON CAMPUS PROGRAM

JOB SUMMARY

Under immediate supervision, assist in the effective instruction of students and reinforce on campus discipline, attendance, attention in class, and the accomplishment of instructional assignments at an on campus center or site; perform a variety of instructional and clerical duties related to the implementation of educational programs; 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.

- Prepare and organize instructional activities and materials relating to an on campus program, such as a suspension, tardy, or similar focused disciplinary program. **E**
- Assist in developing curriculum and planning for the preparation and delivery of campus suspension program instructional materials. **E**
- Participate in the effective instruction, control and discipline of students by such activities as tutor students individually or in groups, lead and facilitate group discussions, class projects, or related activities. **E**
- Oversee and direct activities of students at a site, in a learning center, classroom, laboratory or on field trips, etc. in the absence of a teacher, administrator or specialist; may intervene in disruptive or violent student behavior. **E**
- Observe and record information about student behavior, work accomplishment, attention to work, achievement level, and other significant pupil related data. **E**
- Inform administrator, teacher or specialist of student progress and or problems. **E**
- Make telephone calls or home visits in connection with such matters as student attendance, behavior, or related problems, make up school work support, etc. **E**
- Participate in parent/teacher conferences. **E**
- Observe and identify at risk students and refer for counseling or give preliminary counseling and then refer the student. **E**
- Review and score student work assignments or tests. **E**
- Maintain work area in a clean and orderly condition. **E**
- Perform related classroom support activities such as taking attendance, maintaining records, conducting inventories, typing, operating duplicating or photo copy equipment, preparing reports, schedules, collecting money, writing receipts, filling out forms and passing out textbooks or materials. **E**

- Monitor or direct the activities of such other classroom support personnel as college teacher aides, volunteers and student assistants. ***E***
- May participate in or conduct in-service training to other staff within subject matter area of expertise; may make presentation to groups such as parents or community assemblies to explain program goals, objectives, or activities. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure. ***E***
- Operate two way electronic communication devices to facilitate communications. ***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

Instructional Assistants are programmatic in function rather than in a teacher-classroom orientation. The Instructional Assistant-On Campus Program (i.e., a suspension or disciplinary program) is an active, knowledgeable participant in the development of instructional activities and materials which are designed to provide instructional and motivational assistance to identified students who experience difficulties in adjusting to or performing in a classroom/learning center at their appropriate grade level. This work involves direct contact with students, some of whom may be hostile, angry, and possibly physically violent at times. These students may be from diverse cultural backgrounds and at risk of dropping out of school. An incumbent will actively participate in the delivery of educational subject matter rather than the lesser included task of tutoring and drilling students which is more typical of the Instructional Aide classifications. Incumbents also demonstrate strong leadership and student control abilities independent of direct support of certificated teachers or administrators.

EMPLOYMENT STANDARDS

Knowledge of:

Ethnic groups and cultural diversity in community neighborhoods.

Group behavior and group dynamics.

Basic concepts of child development and behavior, and behavior intervention and modification.

Basic educational reference material.

General issues relative to adolescent pressures and behavior.

English usage, grammar and punctuation.

Basic math.

Effective instructional and study techniques.

Computer operating systems and operating procedures.

General classroom management techniques.

Correct English usage, spelling, grammar, and punctuation.

Basic record keeping.

First aid.

Ability to:

Demonstrate a strong, mature ability to maintain control of students in a classroom or learning center.

Understand the behavior of and work well with teen-age boys and girls and young adults; encourage positive learning patterns and behavior in students.

Effectively supervise or direct the activities of assigned students or personnel.

Demonstrate a positive role model to students.

Assist with discipline of students in accordance with District policy.

Motivate students to study and remain in school.

Participate in the development of curriculum related to instructional activities and materials.

Evaluate and grade student produced lessons.

Present classroom materials.

Give first aid or necessary physical comfort to ill or distressed students.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Lift and move computers, printers, or related audio-visual equipment and supplies in order to position them for student work display, etc.

Learn to set up and use such classroom or general office equipment as mini/micro computer operating systems, and operating procedures, audio-visual equipment, typewriter, photocopy, laminator, etc.

Develop a sensitivity to the various cultural differences appropriate to the programmatic area of instruction.

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, incumbents must provide proof of completion of college-level coursework relating to the activities of this classification, such as education, sociology, mental health, psychology, guidance or counseling.

Experience:

One year of experience providing guidance assistance or instructional assistance to a counselor, teacher, or working with youth 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 in a classroom, learning center, community setting, playground, school bus, etc.

Requires working with students who may be hostile to supervision or direction and argumentative about complying with school policies or procedures.

Must be able to control students at all times.

Travel from school to school may be required for some positions.

PHYSICAL DEMANDS

Some assignments require the lifting and positioning of boxes of computer paper.

May include kneeling, crouching or crawling on floor, under equipment, stooping, pushing, pulling, etc.

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.

08/11/94
Rev 10/24/02
Rev: 8/23/2007