



## PERSONNEL COMMISSION

**Class Code: 5199**  
**Salary Range: 20 (C1)**

### INSTRUCTIONAL ASSISTANT – MALE ACADEMY

#### JOB SUMMARY

Under general supervisor, assist certificated staff in reinforcing instruction and comprehension to individual or small groups of students enrolled in the Male Academy program at a middle or high school; serve as a role model to students and encourage personal development and pursuit of post-secondary options; 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.*

- Assist certificated staff in reinforcing instruction and comprehension to individual or small groups of students enrolled in the Male Academy program at a middle or high school. **E**
- Serve as a role model to students and encourage personal development and pursuit of post-secondary options; discuss career and college options; attend college and job fairs with students and assist in cultivating long-term career and educational aspirations. **E**
- Assist students with building self-esteem by providing proper examples, appropriate attitude and general guidance and support; assist students to improve self-awareness and respect while encouraging positive relationships with adults and peers. **E**
- Tutor and mentor students during classroom activities; assist students to complete assignments, homework and projects; lead and facilitate group discussions, class projects or related activities. **E**
- Support student learning through academics, culture and history by accompanying students on field trips and to various community events; provide guidance and assist students with community service projects and internships. **E**
- Assist certificated staff with the development and implementation of Male Academy lesson plans, activities and learning strategies with an emphasis on issues impacting underrepresented male students to prepare students for college and careers. **E**
- Participate in planning for Male Academy special events such as field trips, end of the year culmination events and guest speakers; participate in the selection of appropriate field trips and guest speakers. **E**
- Provide program support by setting up work areas, bulletin boards and other displays; perform a variety of clerical duties such as preparing instructional materials, duplicating and distributing materials, and maintaining various program records and files; score and record grades. **E**

- Observe and monitor behavior of students in the classroom, computer lab and during outdoor activities, field trips, job fairs and other events according to approved procedures. ***E***
- Report student progress and behavior to certificated staff; participate in parent/teacher conferences as requested; promote parent involvement in their student's education and post-secondary opportunities. ***E***
- Operate a variety of classroom and office equipment such as a computer and assigned software, overhead projector, copier and laminator; drive a personal vehicle to attend program events and meetings. ***E***
- Attend and represent the Male Academy at a variety of training sessions, seminars, meetings and other events as directed; deliver presentations to students, school sites and outside agencies regarding program services and activities as requested. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students. ***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 Instructional Assistant – Male Academy assists certificated staff in reinforcing instruction and comprehension to individual or small groups of students enrolled in the Male Academy program at a middle or high school. Incumbents in this class mentor Male Academy students in support of the program mission of improving the graduation rate of underrepresented promising male students and encouraging lifelong learning by preparing them for college and career options. Incumbents serve as a role model to students, encouraging personal development and pursuit of post-secondary options through academics, leadership and cultural awareness.

Instructional Assistants are programmatic in function rather than in a teacher-classroom orientation. The Instructional Assistant is an active, knowledgeable participant in the development of instructional activities and materials. Incumbents 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. Positions in this classification are not federally funded and therefore are exempted from No Child Left Behind requirements.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

General principles of adolescent behavior and development.

General instructional methods and techniques.

Classroom procedures and appropriate student conduct.

General principles of adolescent behavior and development.

Diverse needs of individuals from varying socioeconomic and cultural backgrounds.

Relevant issues impacting underrepresented male youth in urban areas.

Basic subjects taught in District schools including arithmetic, grammar, spelling, language and reading.

Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping and filing techniques.  
Operation of standard office and classroom equipment including a computer and assigned software.  
Public speaking techniques.

**Ability to:**

Assist certificated staff in reinforcing instruction and comprehension to individual or small groups of students enrolled in a Male Academy program.  
Serve as a role model to students and encourage personal development and pursuit of post-secondary options.  
Demonstrate empathetic listening and interpersonal skills with students from varying cultural and socioeconomic backgrounds.  
Learn Male Academy program objectives, goals and services.  
Advise students regarding acceptable behaviors and assist in the discipline of students.  
Understand adolescent behavior and be a positive role model to adolescents.  
Demonstrate understanding and patience toward students.  
Work collaboratively as an educational team member.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Perform general clerical duties related to program activities.  
Organize instructional materials.  
Operate standard office and classroom equipment including a computer and assigned software.  
Maintain a clean, safe and orderly learning environment.  
Maintain routine records and files.

**Education and Training:**

Equivalent of graduation from high school.

**Experience:**

One year of experience working with adolescents or young adults in a structured environment preferably involving working with at-risk youth in an urban environment.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

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

**WORKING ENVIRONMENT**

Classroom and office environment.  
Driving a vehicle to conduct work.  
Evening and weekend hours.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a variety of assigned equipment.  
Bending at the waist, kneeling or crouching to assist students.  
Standing, stooping and walking.  
Hearing and speaking to exchange information in person or on the telephone.  
Seeing to monitor students and read a variety of materials.  
Lifting and carrying light objects and instructional equipment typically weighing up to 20 pounds.

*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.

PCA: 11/12/2015  
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