

Alameda County Office of Education

JOB TITLE: Instructional Assistant—Community Schools

JOB SUMMARY:

Under general supervision of the site administrator, this classification assists teachers with instruction, supervision, and tutoring of students; monitors students on campus, inside and outside classrooms, and during school activities, including in-house suspensions; and provides secretarial support related to the community school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES Essential duties and responsibilities for this classification fall in four major areas: instructional assistance, campus monitoring, secretarial, and clerical. The area and frequency of these responsibilities would depend upon the individual assignments

Instructional Assistance—

Assists teachers in delivering instruction, monitoring behavior, and reporting progress in an educational setting.

Tutors students and administers individual student work plans.

Identifies and coordinates hands-on activities to support classroom learning.

Orients new students.

Works with potentially high risk students, possibly in a detention facility.

Assists in grading papers and tests, records attendance, and issues supplies to students.

Prepares and maintains records and files according to prescribed guidelines.

Prepares and duplicates classroom materials using appropriate equipment.

Campus Monitoring—

Interactively monitors hallways, restrooms, parking lots, and other areas in and around assigned school campus.

Monitors conduct of students for disorderly behaviors and activities, and tactfully and diplomatically deals with potential or actual misconduct by students.

Reports incidents and infractions to the appropriate site administrator, and to police as required.

Assists visitors, checking for unauthorized persons on campus, issues required verbal warnings, and notifies site administrator.

Confers with school administrators on student activities in and around assigned campus.

Maintains contact with Probation and School Resource Officers.

Assists in creating opportunities for students to participate in group activities and team sports in a recreational environment.

Secretarial/Clerical—

May answer phones, schedule meetings, type, operate copier, and provide clerical support to assigned site.

May compile information from various sources and type it on forms and into databases.

May open, sort, classify, and distribute incoming mail.

Performs related duties as required.

Instructional Assistant—Community Schools (Cont'd.)

Page 2 of 3

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Note: This classification does not have minimum qualification requirements for office equipment; e.g., computers, copiers, and projectors. Use of this equipment will be supported by on-the-job training and assistance when required.

ABILITY TO

Pass ACOE designated high school proficiency exam (legally required). (IA)
Work with potentially high risk students, possibly in a detention facility. (IA)
Prepare and maintain records and files. (IA)
Establish and maintain effective relationships. (IA)
Meet schedules and timelines. (IA)
Communicate effectively orally and in writing. (IA)
Perform CPR/First Aid techniques. (IA)
Manage large groups of students in active situations. (CM)
Use appropriate judgment in reacting to diverse and emergency situations. (CM)
Readily learn and apply pertinent procedures and functions under minimal supervision. (CM)
Interpret and explain policies & procedures. (CM)
Understand and follow oral and written directions in English. (CM)
Enforce discipline and maintain safety on campus. (CM)
Maintain physical conditioning standards. (CM)
Perform secretarial and clerical tasks. (Sec)
Organize and coordinate office activities. (Sec)
Schedule and coordinate meetings. (Sec)
Operate modern office equipment. (Sec)
Maintain records and prepare reports. (Sec)

KNOWLEDGE OF

Working with high risk students in a detention classroom setting. (IA)
Department operations and policies. (IA)
Interpersonal skills. (IA)
Laws and regulations related to activities. (IA)
Techniques used in guiding and motivating students. (CM)
Oral and written communication. (CM)
Conflict Resolution techniques. (CM)
Correct English usage. (Sec)
Goals, policies and objectives of campus monitoring. (CM)
Basics of security. (CM)
Coordination of clerical assignments. (Sec)
Telephone etiquette. (Sec)
Operation of office equipment and software. (Sec)

EDUCATION and/or EXPERIENCE

High school diploma or equivalent; passing of ACOE designated high school proficiency exam; or equivalent combination of education and experience. Prior experience working with high risk students is highly desirable. CPR/First Aid training and Conflict Resolution training desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

ACOE designated high school proficiency exam. CPR/First Aid Certificate.

Instructional Assistant—Community Schools (Cont'd.)

Page 3 of 3

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, procedures, instructions, and manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include distance vision, and color vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Approved By: Personnel Commission

Approved Date: April 17, 2003