

Alameda County Office of Education

JOB TITLE: Instructional Assistant, Juvenile Court Schools (JCS) (Range 12 CSEA)

JOB SUMMARY :

Assists teachers with instruction, supervision and tutoring of students and provides clerical support as related to the classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 in a detention facility.

Issues supplies to students.

Maintains records of books and materials on loan.

Records attendance.

Maintains class lists and records.

Grades papers and tests.

Prepares and duplicates classroom materials using appropriate equipment.

Performs related duties as required.

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).

Work with potentially high risk students in a detention facility.

Prepare and maintain records and files.

Establish, maintain effective relationships.

Meet schedules and time lines.

Communicate effectively orally and in writing.

Perform routine clerical duties.

Instructional Assistant JCCS (Cont'd.)

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KNOWLEDGE OF

Working with high risk students in a detention classroom setting.

Department operations and policies.

Interpersonal skills.

Laws and regulations related to activities.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent; passing of ACOE designated high school proficiency exam; prior experience working with high risk students is highly desirable; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

ACOE designated high school proficiency exam.

LANGUAGE SKILLS

Ability to read and comprehend instructions, correspondence, and memos. Ability to write 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. The employee is occasionally required to 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: June 27, 2000