



PERSONNEL COMMISSION

Class Code: 0885
Salary Range: 20 (C1)

INSTRUCTIONAL ASSISTANT - AFTER SCHOOL PROGRAM

JOB SUMMARY

Under general supervision, assist in the effective instruction of students and reinforce lessons in an after school program; perform a variety of instructional and clerical duties; 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.

- Implement a site program that gives students a variety of educational recreational and enrichment activities in accordance with program guidelines; work with program supervisor in the developing and managing the program. **E**
- Assist in developing curriculum and planning for the preparation and delivery of program instructional materials. **E**
- Participate in the effective instruction of students by such activities as tutoring students individually or in groups, leading and facilitating group discussions, class projects and home work assistance. **E**
- Oversee and direct activities of students in a classroom, computer lab, cafeteria, learning center, playground or on field trips. **E**
- Inform teachers, administrators and parents of student progress and or problems. **E**
- Observe and record information about student behavior, achievement level, and other significant pupil related data. **E**
- Make telephone calls or home visits in connection with such matters as recruiting students for the program, student attendance or related problems. **E**
- Participate in parent/teacher conferences. **E**
- Meet with school administrators, faculty and staff to present program content and explain program objectives. **E**
- Distribute questionnaires, collect and compile student, teacher, aide, and parent evaluation of program data. **E**
- Perform clerical support work such as taking attendance, maintaining enrollment data, student emergency data and data required for reports; order and receive supplies and materials. **E**
- Observe and identify at-risk students and refer to certificated staff. **E**
- Assist in resolving difficult student discipline problems. **E**
- Monitor homework help and enrichment class activities. **E**

- Maintain cleanliness and order of program facilities. ***E***
- Assign and post weekly group activities, curriculum, set-up, snack, clean-up and closing duties. ***E***
- Monitor or direct the activities of support personnel such as College Teacher Aides, volunteers and Recreation Aides; monitor and direct assigned personnel in classroom management, discipline techniques and development of student incentive programs. ***E***
- Provide in-service training for staff. ***E***
- Implement marketing strategies such as newsletters and brochures that communicate the objectives and intent of the program to staff, students, parents and the community. ***E***
- Schedule staff meetings to plan weekly lessons and activities. ***E***
- Keep parents and school staff informed of activities, schedule changes, parenting classes and special program events. ***E***
- Attend meetings with school personnel, parents, community agency personnel and social service agency personnel to keep informed on the status and changes of program services; attend conferences and workshops as assigned. ***E***
- Schedule, record hours and submit time sheets of assigned personnel. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure. ***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–After School Program assists in developing a curriculum and implementing a comprehensive after school program. Instructional Assistants are programmatic in function rather than in a teacher-classroom orientation. The Instructional Assistant–After School Program is an active, knowledgeable participant in the development of instructional activities and materials which are designed to provide instructional and motivational assistance to students in need of additional academic and social support. These students may be at-risk and from diverse cultural backgrounds.

Positions in this classification are often funded through grants. Program continuation is subject to receipt of reimbursement funds and the implementation of new grants.

EMPLOYMENT STANDARDS

Knowledge of:

Basic educational reference material.
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.
Effective instructional and study techniques.
Operation of a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.
General classroom management techniques.
Correct English usage, spelling, grammar, and punctuation.
Basic math.
Basic record keeping.
Basic first aid.

Ability to:

Assist in developing curriculum related to instructional activities and materials.
Work well with children and encourage positive learning patterns and behavior in students.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.
Operate classroom and office equipment including a computer and assigned software, audiovisual equipment, copier and laminator.
Order supplies and materials.
Maintain records and files.
Develop a sensitivity to the various cultural differences appropriate to the programmatic area of instruction.
Train and provide work direction to assigned personnel.
Demonstrate flexibility, understanding and patience toward students, parents and school 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.
Administer first aid or necessary physical assistance to ill or distressed students.

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, psychology and guidance or counseling.

Experience:

One year of experience providing instructional assistance 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

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

WORKING ENVIRONMENT

Office and classroom environment.
Attendance at meetings at various locations throughout the District.
Frequent travel between sites and out of District.
Drive a vehicle to conduct work.
Visit to family residences.
Work adjustable schedules to include evenings and occasional weekends.
Field trips with students and parents.

PHYSICAL DEMANDS

Walking, lifting, kneeling, bending, walking up and down stairs and crouching.

Carrying materials and supplies weighing up to 40 lbs.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate office equipment such as a copy machine, computer keyboard and multi-line telephone.

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: 8/2/2001

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