

# Twin Hills Union School District

## Position Announcement

### **SUNRIDGE SUBSTITUTE INSTRUCTIONAL ASSISTANT**

The Substitute Instructional Assistant is under the supervision of the Site Administrator and under the direction of the classroom teacher(s). The Substitute Instructional Assistant assists the teacher in carrying out the goals and objectives of the districts education program in a variety of ways which require discretion and judgement in order to meet the individual needs of the students. This position requires fingerprint clearance and TB testing.

#### **REQUIRED QUALIFICATIONS**

- **Education and Experience:**
  - High School diploma or equivalent
  - One year experience working with elementary school age children (can be as a volunteer)
  - Experience in Waldorf or Waldorf methods school is desired
- **Knowledge of:**
  - English in written and verbal form including the use of correct grammar and vocabulary
  - Organizational skills
  - Waldorf methods and philosophy
- **Ability to:**
  - Bilingual – English/Spanish desirable
  - Exercise good judgment, use discretion, maintain confidentiality
  - Demonstrate good mental, emotional and physical health
  - Be prompt and present a neat, clean appearance
  - Pass the Instructional Assistant Proficiency Test if you do not possess an associate's (or higher) degree
- **ADA Requirement:**
  - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Assist the classroom teacher(s) in assigned instructional areas by reinforcing previously taught skills
- When supervising students assume responsibility for their safety and well being and maintain order and discipline through caring, respectful strategies
- Interact with students, encourage performance, observe progress, and meet instructional reinforcement needs as they arise
- Share observations with the teacher(s) and work together in a professional relationship to foster student learning
- Restrict all observations to the school and never discuss a child's behavior outside of the classroom
- Lead small groups or whole class in reading, math, and art lessons under teacher(s) guidance
- Perform paper correcting functions as requested
- Collect, mark and record schoolwork
- Prepare the classroom activities by preparing materials, obtaining supplies, and readying necessary equipment
- Assist in maintaining organization and cleanliness of program areas, such as cleaning/wiping tables, clearing and storing materials, etc.
- On rainy days assist with supervision of students in MUR or classroom
- Report all injuries incurred by children to teacher or site administrator
- Participate in staff/aide meetings and conferences when the need arises
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

#### **PAY SCALE - CLASSIFIED:**

Range S-2/3 – Instructional Assistant Substitute

### Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

#### Physical

- **Standing/walking:** Frequently, throughout work shift while performing classroom duties, P.E. classes, recess supervision, field trips.
- **Sitting:** Occasionally, while performing classroom duties.
- **Lift/Carry:** Frequently, 1-25 pounds; books, instructional materials, binders, files, paperwork. For lifting over 20 pounds, assistance is available.
- **Bending/twisting:** Occasionally, at knees/waist/neck throughout work shift.
- **Push/pull:** Occasionally, using both hands and arms exerting a force of 5-20 pounds while assisting students, moving manuals/paperwork, opening drawers and doors, etc.
- **Climbing/balancing:** Rarely, using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Occasionally, may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior.
- **Hands/arms:** Constantly, consistent use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

#### Mental

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English. Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

### Work Conditions

- **Location:** Work is performed 95% within the school office setting, 5% in an outdoor setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office equipment; copier, computer, 10-key, phones
- **Safety equipment:** None required.

#### HIRING PROCESS:

##### **Mandatory Information to be submitted to Anna-Maria Guzman, Ed.D., Superintendent:**

- Completed and signed district application (available in the District Office, address below)
- Current employees must submit a letter of interest to the superintendent, including why you are qualified for this position.
- A minimum of three letters of recommendation written within the last 12 months which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

**District Office and submission address: 700 Watertrough Rd, Sebastopol, CA 95472**

##### ➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- **Position will remain open until filled**