

## COLTON JOINT UNIFIED SCHOOL DISTRICT

### CLASS TITLE: INSTRUCTIONAL ASSISTANT-CAREER TECHNICAL EDUCATION

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist teachers in supervising instructional activities of individual and small groups of special needs students enrolled in career technical education classes; encourage and assist individual students in achieving required level of proficiency; assist teachers with clerical instructional duties.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist teachers by providing individual and group instructional assistance to special needs students enrolled in various career technical education classes.

Provide students with tutoring, reinforcement, and follow-up on learning activities, as indicated by individual needs; demonstrate lab projects and provide assistance to students as needed.

Prepare for and perform laboratory demonstrations utilizing specialized laboratory equipment and machinery unique to the area of assignment.

Encourage and assist individual students in achieving required level of proficiency in career technical education classes; assist students to understand various concepts and special techniques related to the particular vocations.

Provide classroom support by setting up work areas and displays, and distributing and collecting papers, supplies and materials.

Operate equipment and tools of various vocations as assigned; operate office, instructional and audio-visual equipment as assigned; demonstrate safe and proper usage of various tools and equipment.

Administer and score written and oral tests for special needs students as directed.

Maintain routine records and perform other clerical duties as assigned; inventory materials and supplies.

Administer basic first aid and CPR as needed; refer or escort children to the health office as needed.

Attend meetings, conferences, and in-service training sessions as assigned.

Confer with teachers concerning programs and materials to meet student needs.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Materials, tools and equipment of various vocations.

Child guidance principles and practices.

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

Safe practices in classroom and playground activities.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Classroom procedures and appropriate student conduct.

Operation of office, instructional and audio-visual equipment as assigned.

**ABILITY TO:**

Assist with instruction and related activities in a lab, classroom or shop environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Set up and perform laboratory experiments and demonstrations.

Print and write legibly.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Learn the procedures, functions and limitations of assigned duties.

Communicate effectively with children and adults.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Operate office, instructional and audio-visual equipment.

**EDUCATION AND EXPERIENCE:**

Education: Graduation from high school and completion of a minimum of 48 semester units or an Associate's degree or higher from a regionally accredited college/university.

Experience: One year of experience working with school age children in an organized setting or learning environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR certification within six months of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom, lab or shop environment.

Exposure to fumes, odors and gases in shop environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a variety of tools and equipment.

Bending at the waist, kneeling or crouching to assist students.

Reaching overhead, above the shoulders and horizontally.

Lifting moderately heavy objects (up to 25 pounds).

**HAZARDS:**

Working around and with machinery having moving parts in shop environment.

Potential for contact with blood and other bodily fluids.

Potential for contact with blood-borne pathogens and communicable diseases.