

**DISCOVERY CHARTER SCHOOL
JOB DESCRIPTION**

Job Title: CHARTER INSTRUCTIONAL ASSISTANT I

Job Summary:

Under the immediate supervision of classroom teacher(s), performs duties of average difficulty assisting in the operation of a class, or similar learning situations. May perform a variety of clerical or supportive duties of average complexity; performs related work as required.

Essential Job Functions:

- Assists teacher(s) with the presentation of learning materials.
- Tutors individuals or small groups of children.
- Supervises students during classroom activities.
- Reads to students.
- Explains words and meanings.
- Scores papers.
- Records grades.
- Keeps records.
- Collects papers and supplies.
- Prepares class materials.

Essential Job Requirements – Qualifications:

- Experience for Instructional Assistant I is one year of working with or caring for children.
- Experience for Instructional Assistant II is satisfactory completion of two years paid experience, working four or more hours daily, three years paid experience working three hours per day, or four years paid experience working two hours per day in the capacity of Instructional Assistant I.
- Ability to establish and maintain effective working relationships with adults and children; perform a variety of above-average complex tasks; understand and carry out oral and written instructions; prepare reports as required; use good grammar.
- Knowledge of correct language usage, spelling, grammar and punctuation. California State law requires that all personnel working in an instructional setting must demonstrate high school proficiency in the areas of Reading, Writing and Mathematics. Applicants must pass a proficiency examination before they can be considered for a position as an Instructional Assistant.
- Education requirement of graduation from high school or equivalent, preferably supplemented by two years college course in child care specialization or equivalent.
- Willingness to become a part of the Charter School.
- It should be noted that Discovery Charter School is a non-union school. For the purposes of collective bargaining the employer of record is Discovery Charter School. This employee agrees to follow Discovery Charter School's dispute resolution and grievance processes as outlined in the school charter. This position will gain seniority as a charter employee, not as a district employee.