

CLASSIFIED JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT-EVEN START

JOB SUMMARY:

Under the immediate supervision of the Even Start Family Literacy Program Supervisor, the Even Start Instructional Assistant will provide school, library and home-based family services. The intent of Even Start is to improve literacy levels among lower income families by involving parents and their children (ages birth to seven years) in a family-centered education program.

The Even Start Family Literacy Program is jointly managed by the Chula Vista Elementary School District and the City of Chula Vista's Literacy Team Center.

ESSENTIAL JOB FUNCTIONS:

- Screens families to determine eligibility.
- Makes regular home visits.
- Models parenting behavior that stimulates a child's intellect.
- Assists in surveying parents and community members.
- Attends Even Start parent meetings.
- Acts as liaison between parents, community and schools.
- Provides information on community resources to families.
- Maintains inventory.
- Maintains record of project participants and activities in which they participate.
- Attends interagency and Family Resource Center meetings.
- Other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to establish and maintain effective working relationships with adults and children of varying backgrounds.
- Perform a variety of above-average, complex tasks.
- Understand and carry out oral and written instructions; prepare reports as required; use good grammar.
- Must possess a valid California driver's license and daily access to a reliable automobile.
- Must have a good driving record and be insurable under the District's insurance program
- Must maintain insurability.
- High school diploma or GED required.
- Must have successfully passed the Instructional Assistant Proficiency Test.
- Bilingual (English/Spanish) required.

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Classified Salary Schedule: Range 16
BOARD APPROVED: 3/28/00
REVISION DATES: 7/17/23
08/09/2023