

CLASSIFIED JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT-CBET (Community-Based English Tutoring)

JOB SUMMARY:

Under the supervision of the Director for Early Intervention and CBET Resource Teacher, assists in planning and implementing the Community Based English Tutoring Program, a State funded program.

ESSENTIAL JOB FUNCTIONS:

- Assists in the selection, orientation, and training of babysitting staff.
- Provides ongoing support for babysitting staff at each CBET site.
- Assists CBET teachers in implementation of classroom instruction.
- Inventories and maintains supplies at all CBET sites.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful experience working with preschool-aged children; positive interpersonal and organizational skills.
- Ability to establish and maintain effective working relationships with adults and children; perform a variety of above-average, complex tasks with major responsibilities; understand and carry out oral and written instructions; prepare reports as required; use good grammar.
- Instructional Assistant proficiency test. High school diploma or GED required.
- Minimum six credits in child development.

Classified Salary Schedule: Range 20
BOARD APPROVED: 9/18/01
REVISION DATES: 7/1/02
7/17/23
08/09/2023