

CLASSIFIED JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT-VOLUNTEER PROJECTS

JOB SUMMARY:

Under Immediate supervision, performs duties assisting in the operation of a class, or similar learning situations. Acts as a liaison between parents, community and school. May perform a variety of clerical and supportive duties; may provide services to students in a language other than English; performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes and acts as liaison between parents, community and school.
- Makes surveys of parents and citizens of the community.
- Keeps a record of volunteers and the activities in which they participate.
- Communicates by telephone and written messages.
- Assists teachers in the classroom.

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.
- High school diploma or GED required. Preferably supplemented by two years college course work in childcare specialization or equivalent.

Classified Salary Schedule: Range 15
BOARD APPROVED: 8/19/97
12/15/21
01/01/22
07/17/23
08/09/2023