

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ALTERNATIVE EDUCATION LEARNING LAB ASSISTANT- STORE OPERATOR

BASIC FUNCTION:

Under direction of an assigned supervisor, provide instructional assistance and clerical support in a learning lab or computer lab setting at Alternative Educational Services; assist students with achieving their educational goals.

REPRESENTATIVE DUTIES:

Assist staff in raising the academic performance of students by working directly with students in a lab setting or at a weekly instructional conference. **E**

Provide daily reinforcement of basic and academic skills using textbooks, workbooks, computers, VCR's, televisions and audio cassette players. **E**

Provide students with orientation and assistance to computer and other media operation. **E**

Receive and grade homework as assigned; assure completion of assignments; monitor and document academic progress of students and discuss progress with students in a positive, sensitive, practical and realistic manner. **E**

Update, edit and revise curriculum and grade sheets as assigned. **E**

Assure proper stock levels of materials; order supplies as needed. **E**

Set-up and maintain attendance records for each student; maintain and update student record files; notify parents of absences by phone or mail as needed. **E**

Administer assessment and diagnostic tests and tests from textbooks/workbooks. **E**

Perform various clerical support duties such as answering phones, duplicating materials, filing, entering data and other related activities. **E**

Assist students with course completion to earn high school diploma credits or to prepare for the GED or CHSPE test.

Assist with checking books in and out as directed.

Assist students with editing and revising writing assignments; tutor students in other subject areas as assigned.

Diagnose and troubleshoot computer and printer breakdowns as assigned; serve as primary contact for system representatives, vendors and service technicians as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:*KNOWLEDGE OF:*

Computer and word processing functions
Policies and objectives of assigned program and activities
High school curriculum
Interpersonal skills using tact, patience and courtesy
Record-keeping techniques
Telephone techniques and etiquette
Oral and written communication skills
Academic subject areas as assigned
Food/Health regulations
Cash register/calculator
Profit and Loss statement
Bookkeeping procedures
Managing Food/Book Store
Preparing book requisitions
Theft control

ABILITY TO:

Provide instructional assistance and clerical support in a learning lab or computer lab setting at Alternative Educational Services
Work in an effective manner with substantially handicapped students
Determine appropriate action within clearly defined guidelines
Perform clerical duties related to classroom activities
Operate and demonstrate the use of laboratory materials and equipment
Maintain routine records
Plan daily food menu

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and at least one year's experience in retail work. Completion of a retail training course (120 hours minimum).

WORKING CONDITIONS:*ENVIRONMENT:*

Indoor environment.

PHYSICAL ABILITIES:

Bending at the waist to assist students.
Hearing and speaking to exchange information.
Seeing to read and prepare various materials.
Dexterity of hands and fingers to operate a computer keyboard.

