

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ALTERNATIVE EDUCATION LEARNING LAB ASSISTANT- OFFICE OCCUPATIONS (Range 10)

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 completions 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.

Basic accounting skills and procedures.

Intermediate skills in Microsoft Office products including Word, Excel, Access and Power Point.

Proper methods of office procedures and data entry.

Basic office and clerical equipment and procedures.

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 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience working with students. Completion of basic Office Occupaitons course (minimum of 120 hours).

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.