



Excellence for all.

Job Title: Instructional Assistant – Makerspace

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individual or small groups of students in a Makerspace center or other learning environment, engaging and directing students in functional, mechanical technical or digital projects. May also assist students in improving their reading, writing, vocabulary, math, science, computer skills, motor skills and other subject areas; assist students with gross motor development activities; monitor and report student progress regarding behavior and performance; tutor students in assigned subject areas.

Distinguishing Characteristics:

The Instructional Assistant family of job descriptions clarify how each job within this classification fits within the organization and to assist in identifying key differences between classifications which may appear otherwise similar. These differences can be attributed to the level of student need and dependence upon the adult and/or the level of training and skill required to meet the need of the student population.

Instructional Assistant – Makerspace provides support as described in the “Basic Function” for individual or small groups of students in a Makerspace center or classroom. Enhances student learning by utilizing a variety of sources, materials, and technology to build a creative, fun environment.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and supervise student drills, assignments, and activities; assist students with reading, writing, math, science, computer skills, motor skills and other subject areas as assigned by the position.
- Engage students to explore, build, create, tinker using a variety of modalities and media. Encourage a fun, creative learning environment.
- Provide training to students and assist teachers concerning the operation of computers and related hardware, peripheral equipment, and software applications; explain related practices, procedures, and techniques; answer questions, resolve issues and perform demonstrations.
- Assist teachers in reinforcing instruction to small groups or classes of students in the makerspace; monitor and oversee student assignments in the makerspace; reinforce and provide lab support for classroom assignments.
- Monitor and adjust activities in response to the needs of students and teachers; prepare and support makerspace learning activities and projects in accordance with teacher lesson plans; prepare and distribute student materials.
- Establish and maintain student and teacher computer logins as required; develop student seating charts; adjust software settings and options in according to student needs and progress; prepare and distribute instructional and informational materials in accordance with lesson plans and grade level as assigned.
- Communicate with staff, teachers, and others to exchange information and resolve issues or concerns; adjust makerspace learning activities in response to teacher requests.

- Maintain computer and other makerspace equipment in a safe, clean, and orderly condition; dust, wipe down and clean computers, peripherals, and classroom furniture, arrange for maintenance and repairs as needed.
- Assist with material and device inventory, distribution, collection, and storage as instructed.
- Perform a variety of clerical duties such as preparing, typing, and duplicating instructional materials. Assist with other clerical functions as assigned.
- Provide support to the teacher by preparing for makerspace activities, setting up work areas, displays and exhibits, and distributing and collecting paper, supplies and materials; gather materials for projects and prepare handouts, folders, and assignments; ensure sufficient inventory of materials for upcoming projects.
- Assure the health and safety of students by following health and safety practices and procedures.
- Direct group activities of students as assigned.
- Assist in monitoring lunchroom and playground activities and additional activities as assigned.
- Monitor adult and student volunteers in various programs, recruit, train and advise volunteers as needed; record student/volunteer attendance.
- Operate a computer, tablet or other electronic device, audio-visual, office and classroom tools, equipment, and software.
- Stay abreast of industry and technological trends and advancements.
- Provide work direction to volunteers as assigned.
- Participate in staff development and in-service training programs as assigned.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Child guidance principles and practices.
- Current technology and applications.
- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Basic record-keeping techniques.
- Classroom procedures and appropriate student conduct.
- Operation of computer, tablet or other electronic device, audio-visual tools, and other office and classroom tools, equipment, and software.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Assist with instruction and related activities in a classroom, makerspace, physical education program or assigned learning environment.
- Reinforce instruction to individual or small groups of students in an assigned subject area as directed by the teacher.
- Print and write legibly.

- Understand and follow oral and written directions.
- Learn and utilize educational software, programs, and applications.
- Learn new technology; understand and train mechanical, functional, digital, and technical projects, models, and applications.
- Learn the procedures, functions, and limitations of assigned duties.
- Communicate effectively with children and adults.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor and discipline students according to approved policies and procedures.
- Operate computer, tablet or other electronic device, audio-visual tools, and other office and classroom tools, equipment, and software.
- Assist in administering basic first aid.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above and successful completion of the Merit examination process is required. Experience working with children in an organized or childcare setting is highly desirable. This position requires technical acuity, as demonstrated through knowledge and experience in the use of various hardware, peripheral equipment, and software applications.

ESSA Requirement:

In accordance with Every Student Succeeds Act of 2015 (ESSA), paraprofessionals are required to have a high school diploma or its equivalent and demonstrate proficiency in reading, writing, math and classroom instruction. Employees are required to meet the requirements either by holding an AA degree or higher, having 48 units from an institution of higher education, or by demonstrating, through local assessment, the knowledge of and ability to assist in the instruction of reading, writing and mathematics.

Working Conditions:

Environment: Makerspace, classroom, or other learning environment.

Physical Demands: Hearing and speaking to exchange information. Seeing to monitor students and read a variety of materials. Bending at the waist, kneeling, or crouching to assist students. Dexterity of hands and fingers to operate a computer keyboard, circuit board, mechanical devices, etc.

Sitting or standing for extended periods of time. Running and jumping to demonstrate gross motor activities.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 113

Revised: Standard Education/Exp language 6/23/21

Personnel Commission Classification/Compensation Study Approved: July 12, 2023