



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: Instructional Assistant - Expanded Learning Opportunities Program

PRIMARY FUNCTIONS

Under the direction of the Expanded Learning Opportunities Program Supervisor, implement expanded learning programs and provide supervision and instruction to students enrolled in the program at assigned school sites; communicate with school personnel on program activities.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Responsible for the direct supervision of students enrolled in the Expanded Learning Opportunities Program; responsible for implementation and delivery of planned program components of academic learning, enrichment, and recreational activities to strengthen children's academic and social skills.

Maintain contact with and inform the program supervisor of any need and/or concern relating to the Expanded Learning Opportunities Program; work collaboratively with the program supervisor to prepare weekly lesson plans outlining planned activities; work with the program supervisor to ensure proper coverage for classes when absent.

Assist the program supervisor in the preparation and maintenance of records and reports related to site programs and activities; maintain accurate daily attendance records; maintain records of assigned students' progress and complete project reports as necessary.

Assist in the recruitment of student participants for the Expanded Learning Opportunities Program.

Communicate with parents, teachers, and others to provide information on program activities, student progress, or related concerns.

Plan and prepare teaching aids, labels, charts, bulletin boards and displays; set up and arrange supplies and equipment in the classroom and outdoors as needed for lessons/activities.

Maintain, clean and organize the classroom and equipment on a daily basis; oversee and coordinate indoor and outdoor play activities; enforce indoor and outdoor safety rules; mediate disputes and reinforce appropriate student conduct.

Conduct needs and year-end assessments for the Program as directed.

Participate in ongoing professional development; attend staff meetings and training workshops as required.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Perform other related essential functions as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

Basic child guidance principles and practices.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

ABILITY TO:

Assist with assigned instructional activities.

Assist with instruction and related activities in a classroom or assigned learning environment.

Communicate and maintain effective relationships with students, parents, staff and the public.

Perform routine clerical duties in support of classroom activities.

Print and write legibly.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Learn procedures, functions and limitations of assigned duties.

Communicate effectively both orally and in writing.

Learn to apply and explain policies and procedures related to school and program activities.

Work cooperatively with others.

Monitor, observe and report student's behavior according to approved policies and procedures.

Operate instructional and office equipment.

EDUCATION AND EXPERIENCE

High school diploma or recognized equivalent. Over one year of paid or volunteer experience performing similar work with school-age children, i.e. instructional aide, teacher assistant, babysitting, child care. Must be No Child Left Behind compliant through locally developed assessment.

WORKING CONDITIONS

ENVIRONMENT:

Employees in this position will be required to work indoors in a standard classroom environment consisting of, but not limited to, low tables, desks, chairs, backless chairs, playground toys and equipment; instruct and supervise student activities indoors and outdoors in varying degrees of temperatures; and come in direct contact with students, parents, MCSD/district staff and public.

PHYSICAL ABILITIES: Employees in this position must have the ability to:

See and read printed matter with or without vision aids.

Hear and understand speech at normal levels with or without hearing aids.

Speak so that others may understand at normal levels.

Operate and use standard office equipment.

Sit, stand, walk, bend over, grasp, reach overhead, stoop, twist, push, pull and move lift and/or carry 3 to 30 pounds to waist height.

This position complies with the rules and regulations of the American with Disabilities Act (ADA).