

**CLASS SPECIFICATION**  
**Instructional Assistant – Resource Center**

**GENERAL PURPOSE**

Under general supervision, maintains and manages a school site's resource center; assists teachers with obtaining and using resource materials in classroom presentations to reinforce various subject and classroom instruction; catalogs and inventories resource materials; performs a variety of duties in support of teaching staff; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

An Instructional Assistant – Resource Center is responsible for overseeing and maintaining a school's resource center, including maintaining resource inventory and assisting teachers in obtaining and using resource materials to assist with classroom instruction. An incumbent is also responsible for performing a variety of support functions to assist teachers and administrators in performing daily functions. Work assigned to an Instructional Assistant – Resource Center requires knowledge of subject areas applicable to an area of assignment and the ability to provide instruction to others in an effective manner.

Instructional Assistants – Resource Center are distinguished from other Instructional Assistants in that incumbents in the former classes are responsible for maintaining a school site's resource center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Maintains a school's resource center; catalogs new materials; assists teachers in obtaining resource materials for specific subjects and skill levels to reinforce classroom instruction; repairs materials; maintains materials inventory; identifies and discards outdated materials; creates and prepares bulletin boards for student learning.
2. May assist with and proctor state and District testing; ensures compliance with state and District testing guidelines; counts and distributes tests during testing sessions; reviews tests for correct student information.
3. May plan field trips for a school; coordinates trips with facilities and agencies, including busing, admission fees, scheduling times and activities; makes requests for monies needed for admission; accompanies classes on field trips to assist in supervising students.
4. May supervise daily lunch detention; assists students in completing homework assignments; maintains student records of attendance; assists in observing and controlling student behavior; assists with student discipline and conflict resolution.

5. May organize and assist in administering an after-school homework club; plans student groups; assists students in completing homework assignments; prepares weekly club attendance.
6. Relieves teachers for meetings with parents or administrators by covering classrooms as needed.
7. Assists in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning the classroom and class supplies and equipment.

#### **OTHER DUTIES**

1. Attends meetings, inservices, seminars and workshops as required.
2. Prepares awards for student of the month assemblies and prepares letters to parents.
3. Organizes perfect attendance luncheons.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Uses of resource materials in reinforcement of classroom instruction.
2. Methods and practices of child instruction and tutoring.
3. Correct English usage, including spelling, grammar and punctuation.
4. Administrative practices and procedures, including record keeping and filing practices and procedures.

##### **Ability to:**

1. Operate a computer and other standard office equipment.
2. Organize, set priorities and exercise sound judgment within areas of responsibility.
3. Organize and maintain records and files.
4. Communicate clearly and effectively orally and in writing.
5. Understand and follow written and oral instructions.
6. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
7. Establish and maintain effective working relationships with District staff, teachers, parents, students and others encountered in the course of work.

## **Education, Training and Experience:**

### **Education, Training and Experience:**

The applicant must have one of the following: Associates degree (or higher) from an accredited institution of higher learning, or 48 semester transferable units or successfully completed a District approved test ie; (CODESP, or CBEST); Applicants must also include a verification of High School diploma/G.E.D if Associates degree is not submitted. Possession of the knowledge and abilities listed above.

Possession of the knowledge and abilities listed above and at least one year of experience working with school-age children in an organized, educational environment.

### **Licenses; Certificates; Special Requirements:**

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch and lift up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District faculty, staff, parents, students and others encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works in a classroom setting, and the noise level is generally quiet.

Board Approval 3/19/09