

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT – AFTER SCHOOL PROGRAM

BASIC FUNCTION:

Under the direction of the assigned supervisor, assist in the overall activities of school-aged children at an assigned site; plan and implement daily student activities within established program guidelines; independently supervise student during program activities, monitor children in classroom and outdoor activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide a safe, caring, positive and interesting learning environment for students at an assigned site; prepare materials and supplies for daily activities; take attendance.

Direct and supervise students in various activities with general supervision during program hours.

Serve as role model and develop and reinforce positive social behaviors of children; address student behavior concerns in accordance with established procedures.

Ensure the health and safety of students by following health and safety practices and procedures; prepare incident reports as required; assist in maintaining a clean and orderly environment; respond to routine student health and safety needs consistent with District guidelines.

Perform a variety of clerical duties; record attendance and maintain assigned records.

Operate various office and audio-visual equipment; operate a computer to update student information as assigned; answer telephone calls and direct inquiries to the appropriate personnel.

Assist children with homework assignments; explain and answer questions to enhance student understanding of homework as needed; reinforce instructional concepts in reading, writing, and mathematics under general guidance.

Communicate with parents/guardians regarding behaviors of students.

Escort children to and from classrooms and restrooms; supervise students during transitions and structured program activities.

OTHER DUTIES:

Perform related duties as assigned.

Assist with basic First Aid.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic child development principles and practices.
Health and safety practices in classroom and outdoor activities.
Classroom procedures and appropriate student conduct and behavior management techniques.
Basic record-keeping techniques.
Proper English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Policies and procedures of assigned program and activities.
Operation of a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.
Child guidance principles and practices.

ABILITY TO:

Assist in the overall activities of school-age children in an assigned after-school program.
Assist in planning and implementing activities.
Supervise children in classroom and outdoor activities.
Make mathematic calculations.
Maintain a safe, clean and orderly environment.
Understand and follow oral and written instructions; exercise sound judgment within established guidelines.
Communicate effectively both orally and in writing.
Apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Oversee students according to approved policies and procedures.
Operate a computer and assigned software.
Perform First Aid, CPR and AED.

EDUCATION AND EXPERIENCE:

Graduation from High School or its equivalent. Complete at least two years of study at an institute of higher education; or obtain an associate's (or higher) degree; or pass the District's assessment examination.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certifications issued by an authorized agency. Valid AED Certification to be obtained in the first year of District employment.

Some incumbents in this class may be required to possess a valid California driver's license to make home visits.

In accordance with federal requirements for paraprofessionals, candidates must meet one of the following:

Completed at least 48 semester units of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/outdoor environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Walking, running, bending at the waist, kneeling or crouching to assist students.

Ability to see to observe students and read materials.

Hearing and speaking to exchange information.

Lifting, carrying, pushing and pulling.