

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: INSTRUCTIONAL ASSISTANT

BASIC FUNCTION:

Under the direction of the Superintendent and/or designee, work in a classroom to assist a teacher in the preparation and implementation of ROP training programs; assists in and encourage students toward completion of teacher-initiated activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.

Assist the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understating of individual students, their needs, interests, and abilities.

Operate and care for equipment used in the classroom for instructional purposes.

Help students master equipment or instructional materials assigned by the teacher.

Distribute and collect papers and other materials for instruction.

Guide independent practice setup as assigned by the teacher.

Assist with the supervision of students during hands-on training and scheduled breaks.

Check notebooks, correct papers and supervise testing and makeup work as assigned by the teacher.

Alert the teacher to any problem or special information about an individual student.

Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.

Assist in lesson preparation and clean-up.

Request appropriate assistance for serious pupil illness or injury.

Direct students into safe learning activities, functions, and environments.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General techniques used in instruction and supervision of students.

Basic understanding of behavior concepts.

Basic clerical methods and procedures, including filing systems, and record keeping.
ROP policies and procedures.

ABILITY TO:

Ability to pass a proficiency examination.
Communicate effectively, verbally, and in writing.
Implement instructional strategies as requested.
Maintain a positive and supportive attitude towards students.
Work harmoniously as a member of an instructional team.
Adapt to different and changing work conditions.
Understand and follow oral and written directions.
Establish and maintain an effective working relationship with those contacted in the course of work.
Maintain strict confidentiality of student information and ROP business.

EDUCATION AND EXPERIENCE:

Required: High School Diploma or equivalent and 2 years of experience working with students in an educational setting.

Employees who were hired before June 30, 2023, will be grandfathered into their current position regardless of changes made to their job qualifications. This means that any changes to the job qualifications of an employee hired prior to June 30, 2023, will not result in a loss of employment, demotion, or reduction in pay or benefits. This provision does not apply if the employee is promoted or applies for a new position within the organization. Employees hired on or after July 1, 2023, will be subject to the changes made to the job descriptions that are effective on July 1, 2023.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.
Flexible hours may include evening and Saturday hours at a variety of classroom and training sites.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.