

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PARAPROFESSIONAL

CLASSIFICATION: EDUCATIONAL SERVICES

JOB TITLE: INSTRUCTIONAL ASSISTANT – S. WILLIAM ABEL ACADEMY

BASIC FUNCTION:

Under the direction of the Assistant Superintendent or designee, assist a certificated teacher in providing instruction to individuals or groups of students in an assigned program; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties in support of the instructional program, transport students to and from their residence and programs in a safe and prudent manner.

REPRESENTATIVE DUTIES:

Assist students with a variety of instructional activities including small group and computer-assisted instruction in all academic subject areas, assist with monitoring behavior of students in the classroom and during outdoor activities including emergency drills conducted according to approved procedures, maintain records to report progress monitoring student performance and behavior as required. **E**

Prepare instructional materials as directed by the teacher; create or modify materials to assist the learning process; administer assigned testing instruments to assist in education plans; assist the teacher in scoring a variety of tests and assist in maintaining student files and records. **E**

Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly learning environment. **E**

Perform a variety of clerical duties maintaining various records and files; organize and prepare materials to assist student learning. **E**

Operate standard office equipment, including a computer and assigned software. **E**

Attend and participate in assigned training, conferences and meetings; operate a vehicle to travel to various work-related destinations as assigned. **E**

Monitor and safely transport students from home to program site and from program site to home, in accordance with all traffic and safety guidelines and statute. **E**

Travel to retrieve, transport, and deliver meals for students when necessary. **E**

Maintain daily cleanliness of assigned vehicle and fuel up vehicle as needed. **E**

Maintain up-to-date transportation records. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Content of basic subjects taught in district schools, including mathematics, grammar, spelling, language and reading.

Basic child guidance principles and practices.

Basic instructional methods and techniques.

Crisis intervention techniques.

Telephone techniques and etiquette.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

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

Record-keeping techniques.

Operation of standard office equipment, including a computer and assigned software.

ABILITY TO:

Assist a certificated teacher with instruction in an assigned program.

Learn instructional techniques appropriate for emotional or learning challenged students.

Learn, apply, interpret and explain specialized mathematics, reading, writing, and other tests for students.

Follow and modify lesson plans to fit individual student needs.

Demonstrate a patient, understanding and receptive attitude toward all students.

Understand and follow oral and written directions.

Communicated effectively with students and staff.

Establish and maintain effective working relationships with students, parents, faculty and the public, including diverse communities.

Understand and apply rules, regulations, policies and procedures.

Operate instructional and office equipment.

Perform clerical duties such as filing, duplicating and maintaining records.

Operate a vehicle to conduct work.

EDUCATION AND EXPERIENCE:

One year of experience working with children in an organized setting.

Meet Title I Paraprofessional requirement: high school diploma or the equivalent, and two (2) years college coursework (48 units); or Associate's degree or higher; or pass local assessment of knowledge and skills in assisting in instruction.

LICENSES AND OTHER REQUIREMENTS:

Bilingual Spanish/English preferred

Valid California driver's license and disclosure of CA-DMV Driver Record (INF-1125) upon hire and/or request

ServSafe Certification, or the ability to obtain certification upon hire

WORKING CONDITIONS:

ENVIRONMENT:

Alternative Education classroom and outdoor setting

Driving a vehicle to transport students as assigned.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information

Walking, standing or sitting for extended periods of time

Bending at waist, kneeling or crouching to assist children with activities

Seeing to monitor student behavior during transportation.

Good level of general health, vision and hearing.

Hearing and speaking to exchange information.

HAZARDS:

Potential contact with blood and other bodily fluids

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 736

Approval Date: April 2021