

WILLITS UNIFIED SCHOOL DISTRICT

1277 Blosser Lane, Willits, CA 95490

707-459-5314 FAX 707-459-7862

July 27, 2021

OF POSTED VACANCY

INSTRUCTIONAL ASSISTANT

CLASSIFIED

SALARY

Per Classified Salary Schedule

WORK SITE

Sherwood Elementary School

DEFINITION

Under the general supervision of the site principal, performs various duties in cooperation with the classroom teacher.

EXAMPLES OF DUTIES (Note: These examples are intended only as illustrations of the various lines of work performed in this position. The examples of work performed are neither limited to nor all encompassing of the duties to be performed under this job title.)

- Supervise students during group and one on one instruction. **E**
- Enforce school and classroom behavior policies. **E**
- Consult with classroom teachers on student progress toward achieving educational goals.
- Assist with preparation of lessons, special projects and seat work.
- Assist students with computer skills.
- Communicate with staff and parents.
- May supervise during recess and bus line up time.
- May assist P.E. coordinator with P.E. activities.
- Assist classroom teacher with establishing lesson plans for students.
- May enter data and maintain computerized or manual records of students' homework assignments and grades.
- Perform other related duties as required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES (At time of application)

- Ability to maintain confidentiality related to student information.
- Ability to follow directions and work independently.
- Ability to operate copier, computer, laminating machine, etc.

EDUCATION AND EXPERIENCE

- Education equivalent to high school graduation.
- Compliant in accordance with NCLB standards
- Instruction in conflict resolution and behavior management.
- Successful experience as a classroom instructional assistant.

PHYSICAL ABILITIES REQUIRED

- Ability to stand or walk for extended periods of time.
- Ability to bend, reach overhead, kneel, and squat.
- Sufficient mobility to move about within a school site and in a classroom.
- May be required to lift up to 30 pounds.

WORK HOURS

4 hours per day, 5 days per week, 10 months per year.

APPLICATION PROCESS

In order to be considered for this position, in house candidates must submit an In house application form. Outside candidates must submit an application, resume, and two letters of recommendation.

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SPECIAL NOTE: Potential applicants are advised that the meeting of stated job requirements does not assure invitation to interview. All candidates are welcome to make inquiries at any time.

AN EQUAL OPPORTUNITY EMPLOYER

WILLITS UNIFIED SCHOOL DISTRICT

INHOUSE APPLICATION

FOR USE BY CURRENT EMPLOYEES ONLY-
SUBSTITUTES NEED TO COMPLETE A REGULAR APPLICATION

APPLICATION

PLEASE CONSIDER ME FOR THE POSTED VACANCY LISTED BELOW:

Employee NAME _____

HOME PHONE _____ WORK PHONE _____

Please contact me for an interview at the following telephone number _____

EMPLOYEE SIGNATURE: _____

Posted VACANCY _____ Site: _____

HOURS _____ CLOSING DATE _____

Current Assignment _____ Site: _____

The following qualifications, experience, education, trainings that make me qualified for this position are:

Additional sheets of paper may be attached to this form.

For District Use only:

Date received: _____

Seniority Date: _____

Classification(s): _____

(Revised 7/2017)