



# Somerton School District No.11

“Children, Our Priority-Personal Best, Our Goal”

343 N. Carlisle Avenue • P.O. Box 3200 • Somerton, AZ. 85350-3200

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www.ssd11.org

## Computer Lab Instructional Assistant

**SCHOOL/DEPARTMENT:** Orange Grove Elementary

**TYPE:** Classified **STATUS:** Non-Exempt **SALARY Range:** 30 –33 (\$10.54 - \$11.35 depends on college credits/degree, recognize up to 12 years experience)

**REPORTS TO:** Building Principal

### Description:

Assists teachers with children in classroom settings; works with students in one-on-one or small group settings to facilitate learning; modifies lessons to accommodate children's needs, and individualized instruction, prepares class materials for upcoming projects and activities; aids teachers in thematic units; utilizes District behavior modification program as needed. Assists teachers with children including, bilingual, cultural diversity, modifies or assists in modifying lesson plans to individual student needs; works with teachers to overcome student barriers to learning; observes students' development; tests students; prepares documentation on student progress; organizes materials/activities to meet specific needs of each child; consults and collaborates with classroom teacher or progress of students. Assists teachers with classroom duties by making copies, filing paperwork, working with students; monitors and supervises students in classroom, playground and cafeteria settings; prepares instructional materials, making visual aids, and photocopying; prepares workstations or learning centers for children to work on daily lessons; and performs related duties as assigned.

### Job Summary:

Knowledge of early childhood learning methods and techniques

Knowledge of District policies and procedures affecting assigned work.

Knowledge of District behavior modification program.

Skill in monitoring and assisting students.

Skill in elective oral and written communication.

Skill in following oral and written instructions.

Skill in establishing and maintaining effective working relationships.

### Qualifications:

High School Diploma or GED Completion of a minimum of 60 college credit hours or Associates degree Or Passing score on the Para-Professional Exam.

**Administration:** *Laura Noel, Ed.D, Superintendent*

**Governing Board:** *Araceli Juarez, President • Lorena Zendejas, Clerk • Juan Castillo • Carlos Gonzalez • Leticia Yopez.*