

MODESTO CITY SCHOOLS

JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT-AFTER SCHOOL PROGRAM

DEFINITION:

Under the direction of the Supervisor-After School Education and Safety Program (ASES), assist in the supervision and instruction of students at an assigned school site; observe and control behavior of students during educational and recreational activities; assist in the preparation of instructional materials and implementation of lesson plans; perform routine clerical and supportive tasks for instructional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in reinforcing instruction to individual or small groups of students in a classroom or outdoor learning environment; assist in the preparation of instructional materials and implementation of lesson plans, enrichment activities, recreational activities, and instructional programs.
- Tutor individual or small groups of students, reinforcing instruction, learning and play experiences as directed; monitor and oversee student drills, practices and assignments.
- Observe and control behavior of students during educational and recreational activities; monitor and interact with students during indoor and outdoor activities.
- Assist students with learning activities; ensure student understanding of classroom and recreational rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Assist the Supervisor-After School Education and Safety in the establishment of student groups, rules and guidelines; assist staff in exercises, fire and lock down drills.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; create and distribute fliers to parents.
- Maintain related documents and records such as attendance logs, snack counts, lists, injury reports and permission slips; verify sign-in/sign-out signatures.
- Conduct individual and/or small group instructional lessons and/or activities, as directed by the Supervisor; assist students in completing homework assignments in a variety of subjects and reaching academic goals.
- Disseminate and collect student assignment work sheets and materials and parent communications, as directed.
- Assist with the supervision of students in class, groups, and at school activities.
- Serve as a liaison between school sites and after school program.
- Assist students with building self-esteem by providing children with proper examples, emotional support, friendly attitude and general guidance.
- Provide classroom support to the teacher by setting up work areas, learning centers, bulletin boards, displays, and distributing and collecting paper, supplies and materials.
- Ensure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean and organize classrooms; set up, and set out recreational equipment and instructional materials.
- Operate a variety of classroom and office equipment including a computer and assigned software; operate a two-way radio.
- Communicate with personnel and parents to exchange information and resolve issues or concerns related to student behavior and program activities.
- Attend meetings and in-service trainings.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of experience working with school age children in an educational setting or learning environment.

Licenses and other Requirements:

Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications upon hire for positions at a school site that is supported by Title I funds include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

DESIRED QUALIFICATIONS:

- Valid First Aid/CPR certification.

Knowledge of:

- Child guidance principles and practices.
- Safe practices in classroom and outdoor activities.
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
- Applicable laws, codes, regulations, policies and procedures.
- District organization, operations, regulations, policies and objectives related to position.
- General instructional techniques and strategies related to after-school programs.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Educational and recreational practices and procedures and appropriate student conduct.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operate a variety of classroom and office equipment including a computer and assigned software.
- Basic math, including calculations using fractions, percentages, and/or ratios.
- Behavior management and motivation techniques.
- Health and safety practices and procedures.
- Basic recordkeeping methods and procedures.

Ability to:

- Assist in the planning and implementation of educational and recreational program activities.
- Observe and control behavior of students enrolled in an assigned after-school program.
- Assist students in completing homework assignments.
- Oversee and interact with students during recreational and other after-school activities.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Train and provide work direction to assigned program staff.
- Maintain routine records related to assigned activities.
- Analyze situations accurately and adopt an effective course of action.
- Perform arithmetic calculations quickly and accurately.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/Classroom environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor student activities.
- Reaching overhead and above shoulders.
- Bending at the waist, kneeling or crouching to assist students.
- Lifting and carrying light objects as assigned by the position.

Hazards:

- Potential contact with blood and other body fluids.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 8/1/06

Unit Approved: 9/5/06

Board Approved: 9/25/06

FLSA Status: Non Exempt