



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Instructional Assistant (OCR)**

Position Type: Classified	Department: School
Salary Schedule: Classified	Reports to: Principal
Salary Range: Range 14	Location: Schools
Term of Employment: 9 months	Date: June 29, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists administration in providing a well-organized and smooth-functioning program. Assists students to become better problem solvers and to take responsibility for their own actions. The person should have interest in counseling, social work, special education, and there is a need for strong classroom management. An interest in working with academically and behaviorally troubled students and instructional skills in general academic areas. Competence in communicating findings to parents, teachers, and counselors is a must. A willingness to seek out a variety of appropriate resources and act as a referral agent when warranted. Proficiency in providing a positive atmosphere that is conducive to learning and the ability to relate to pupils in an empathetic, respectful, and consistent manner is needed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Develops and maintains an understanding of individual students, their needs, interests, abilities and disabilities.
- Develops and maintains positive relationships with students and staff; models appropriate adult behavior; maintains a positive structured environment.
- Maintains a high level of ethical behavior and confidentiality.
- Provides tutoring to the student for regular class assignment with guidance and direction from the teacher.
- Assists administration and counselors in student intervention of all kinds.
- Assists with record keeping for completion of school reports.
- Maintains accurate records regarding student attendance and discipline which require data input skills.

- Participates in appropriate inservice, workshops and conferences and staff meetings as directed by administration.
- Assists administration in implementing and maintaining classroom discipline.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Must possess an interest or desire to work positively with teenagers and adolescents.
- Have skills in interpersonal relations.
- Has the ability to supervise students in various settings.
- Have skills in decision making.
- Demonstrates the ability to communicate well with children and adults. Has the ability to develop and maintain effective relationships with students, staff and parents.
- Demonstrates the ability and desire to provide outstanding customer service.
- Has the ability to work effectively under time constraints.
- Must be able to comply with the District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follows the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must have the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must have the ability to write routine reports and correspondence.
- Must have the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Must have the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Must have the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Must have the ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Must have the ability to operate specific equipment or tools.

- Demonstrates knowledge of the principles and practices of service contract administration, purchasing methods and procedures; accounting principles and practices and cost analysis.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED); or
- One to three years related experience and/or training; or
- Equivalent combination of education and experience.
- Experience in working with children preferred.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be able to occasionally lift and/or move 50 pounds.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.