



JOB DESCRIPTION

JOB TITLE: **Instructional Assistant (Community Education)**

Position Type: Classified	Department: Community Education
Salary Schedule: Classified	Reports to: Community Education Lead Instructor/Community Education Director
Salary Range: Range 14	
Term of Employment: 9 months	Date: October 21, 2016
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists Community Education administration in providing a well-organized and smooth-functioning program. Provides a positive atmosphere that is conducive to learning and relates to students in an empathetic, respectful, and consistent manner.

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 positive relationships with students and staff; models appropriate adult behavior; maintains a positive structured environment.
- Learns to complete and maintain all necessary documentation to comply with Department of Health Services Childcare Licensing and District regulations.
- Jointly supervises and implements federal, state, local, and district health and safety policies and procedures.
- Conducts, together with the lead instructor, two home/school events and parent meetings/conferences throughout the school year.
- Jointly supervises and participates in the training of parents, staff, and volunteers, as appropriate.
- Assumes lead instructor's responsibility in their absence.
- Jointly coordinates the activities of support staff and service providers.
- Jointly develops and implements a developmentally appropriate curriculum for 3-5 year olds and grades 1st through 8th, based on the individual interests, needs, and abilities of the children in the classroom/programs and the group as a whole.
- Maintains a high level of ethical behavior and confidentiality.
- Provides homework assistance to the students for regular class assignment with guidance and direction from the teachers and/or parents.
- Assists Community Education administration in student intervention of all kinds.

- Must be able to make/follow reasonable accommodations for students on IEP's and 504 plans.
- Assists with record keeping for completion of program reports.
- Maintains accurate records regarding student attendance and discipline.
- Participates in appropriate inservice, workshops, conferences and staff meetings as directed by Community Education administration.
- Assists Community Education administration in implementing and maintaining classroom/program discipline as needed.
- Sustains positive working relationships with schools, community agencies, vendors, and the staffs of each organization.
- Interacts comfortably and empathetically with people from diverse backgrounds.
- Provides incidental medical assistance as needed and follows DHS regulations for dispensing prescription medications when nurse is not available.
- Jointly arranges the physical environment making it safe, healthy, interesting, and developmentally appropriate.
- Jointly develops an environment and daily schedule of activities/curriculum that reflects a developmentally appropriate anti-bias, multicultural approach.
- Jointly oversees maintenance and upkeep of classroom/program supplies, materials and equipment.
- Supervises and participates in developmentally appropriate outdoor activities/play on a daily basis.
- Attends all scheduled staff meetings and trainings.
- Must annually complete a minimum of 20 hours of professional development related to the field from date of hire.
- Submits to lead instructor a record of training attended and classes taken during the program year.

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:

- Supervises enrolled students including field trips off campus.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Must possess an interest or desire to work positively with children ages three through thirteen years old.
- Must have knowledge of Department of Health Services Childcare Licensing regulations.
- Has the ability to supervise students in various settings, both on campus and off.
- Must 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.
- Demonstrates the ability to work effectively under time constraints, program location changes and emergency situations.

- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow 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.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Demonstrates the ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must have a Level One Fingerprint Clearance Card A.R.S. 41-1758.03.
- Must have certification of First Aid/CPR.
- Must have a current TB test.
- Must have a Department of Health Services Food Handlers Card.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three years related experience and/or training.
- 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 be able to occasionally lift and/or move up to 50 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.