

INSTRUCTIONAL ASSISTANT - WORKABILITY

DEFINITION

Under supervision of the principal, and as directed by a certificated employee, to perform a variety of supportive tasks in providing education and career information to students and teachers, to assist in performing instructional activities for students in assigned area, to provide a variety of clerical and supportive tasks for teachers, and to do related work as required.

EXAMPLES OF DUTIES

Provide teacher support in the classroom for program activities and act as liaison between the school staff and Workability staff; monitor and assist students after instruction has been given by the teacher; oversee and supervise students during classroom activities and field trips; gather information required for enrollment into the Workability Program; maintain a personal information base on students, including students' social security numbers; maintain records pertaining to student participant files and activities for submission to the state; maintain a list of students interested in particular careers and notify students of available vocational and educational literature, including pamphlets, videos, and speaker programs; provide resources for teachers; prepare teaching materials and career activities as directed; provide assistance to students and teachers in choosing career materials; organize, distribute, and account for career resource materials, Workability materials and videos; coordinate and schedule career exploration activities such as field trips, job shadowing, and guest speakers for individual students and/or entire class of students; perform clerical duties such as running multiple copies, composing and typing simple letters of confirmation or thank you; compile information for the quarterly Workability Newsletter; may attend meetings and training sessions as required; and may travel to several sites.

QUALIFICATIONS

Knowledge of

Student behavior and characteristics, including individuals with special needs; school-to-work issues for individuals with disabilities; correct oral and written usage of English; basic math, reading and composition skills; simple record keeping; and computer operations/word processing.

Ability to

Learn and utilize methods and procedures to be followed in instructional settings; communicate, verbally and in writing, with students, parents, teachers, and the public; establish good working relations with other government agencies, private business and industry as pertaining to the Workability Program; perform routine clerical work, using the computer and office machines; keep accurate records and files; plan and organize work; work somewhat independently; understand and carry out oral and written instructions; and pass required mathematics, reading and writing proficiency examination.

Experience

One year of experience as an instructional aide, preferably with developmentally disabled students. Experience involving contact with the public highly desired.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing, or walking much of the time with some bending, stooping, squatting, and twisting. May be required to correctly lift at least 50 pounds alone or more with assistance and move students on and off a school bus, in a classroom, and during outside activities as necessary. Pushing a wheelchair with or without a student in it. Assisting students using walkers, tricycles, or other mobility devices. Lifting of office supplies and other work related materials of up to 20 pounds occasionally involved. May work at more than one work site.

Licenses

Possession of a valid and appropriate California Driver's License required.

Board Approved: April 10, 2001