

INSTRUCTIONAL ASSISTANT – TRABUCO FIELD STUDY

DEFINITION

Under the supervision of the Field Study staff, assists in providing a variety of instructional science experiences based on the **TK – 6 California Next Generation Science Standards (CNGSS)** for students participating in the outdoor education program at the Trabuco Field Study location, and does related work as required.

EXAMPLES OF DUTIES

Along with the Field Study staff, present science learning activities in indoor and outdoor settings; monitor and assist students; oversee and supervise students during science activities and recess periods; perform routine clerical duties in support of hands on science lessons; use positive reinforcement strategies and other appropriate techniques to assist students in developing positive behavior; maintain discipline; prepare teaching materials and science activities as directed; operate and assist students in the operation of a variety instructional technology; distribute and account for materials, supplies and equipment; assemble and distribute resource materials, may take roll; operate a variety of office and classroom equipment; assist in maintaining a neat, orderly and attractive learning environment; may assist in lunch duty, may attend meetings and training sessions as required.

QUALIFICATIONS

Knowledge of

Student behavior and characteristics; supervision and motivation of students; correct oral and written usage of English; math; basic science skills and concepts; routine record keeping.

Ability to

Learn and use standard teaching aids and science instructional materials; learn and use methods and procedures to be followed in instructional settings; perform routine clerical work; make arithmetical calculations; understand and carry out oral and written instructions; plan and organize work; pass required mathematics, reading and writing proficiency examination; or have two years of college (48 units) or an A.A. degree (or higher); or have passed the CBEST; establish and maintain cooperative working relationships.

Experience

None required

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.

Licenses

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

Board Approved: January 15, 2015
Revised: November 10, 2015, effective January 22, 2016
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