

Escondido Union High School District Job Description

Job Title: Adult Education Instructional Assistant
Employee Unit: Classified Bargaining Unit
Job Family: Instructional Support
FLSA Status: Nonexempt
Salary Level: 15
Approved by: Board of Education
Approved date: 10/21/03

NATURE OF WORK:

Performs any combination of the following paraprofessional tasks in an adult education classroom to assist teaching staff by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Implements teacher's plans by assisting students, individually or in groups, with lesson assignments to present or reinforce learning concepts.

Assists in the administration of various tests.

Prepares, copies and assembles instructional materials for use in lessons.

Prepares bulletin boards and other materials aimed at creating a pleasant learning environment.

Supervises classroom activities as assigned by teacher.

Maintains student attendance records.

Grades student assignments and records in grade book.

May attend field trips to assist with student supervision.

QUALIFICATIONS 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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); two years exposure to an educational setting.

KNOWLEDGE OF:

People of diverse cultural backgrounds; some familiarity with linguistics or English as a Second Language helpful; basic subjects taught in District schools, including math, grammar, spelling,

language and reading; safe practices in classroom activities; basic instructional methods and techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; basic record-keeping techniques including computer applications; classroom procedures and appropriate student conduct.

ABILITY TO:

Read and comprehend instructions, correspondence, memos, forms and documents from government agencies; write correspondence; effectively present information in one-on-one and small group situations to students; apply common sense understanding to solve practical problems and deal with a variety of problems involving a few concrete variables in standardized situations. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position must be flexible and able to assist students in a variety of subjects in basic academics. Must understand cultural diversity, and must present a pleasant, encouraging manner.