

## **Escondido Union High School District Job Description**

**Job Title:** Laboratory Classroom Assistant/Alternative Education  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Instructional Support  
**FLSA Status:** Nonexempt  
**Salary Level:** 20  
**Approved By:** Board of Education  
**Approved Date:** 12/07/10

### **NATURE OF WORK**

Provides assistance to credentialed teacher in the administration of lessons to students in a laboratory setting, such as (but not limited to) Office Procedures or Computer Application classes, Printing & Graphics shop, Metal Shop, Auto Shop, Electronics, or Computer labs.

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

\*\*Alternative Education site duties include providing assessment, assistance with translation and support to students with limited or non English proficiency to place them in appropriate classes to enable them to learn the English language and earn a high school education.

Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.

Assists students, individually or in groups, with lesson assignments; including technology assisted instruction.

Assists students in the use of specialized equipment unique to the specific laboratory setting to which assigned.

Demonstrates hands on use of equipment. Maintains equipment including basic cleaning and repair.

Monitors students to ensure equipment is being used appropriately, properly, safely and within the parameters of district policy.

May administer or assist in the administration of tests to determine placement or progress of students.

May grade papers; record grades; keep records of student progress.

May generate reports used for analysis of student achievement.

Performs clerical tasks such as copying, collating, filing.

Takes roll and maintains attendance records.

May make phone calls on behalf of teacher.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **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); must have sufficient training/education/experience beyond high school to be fully familiar with the specialty of the lab to which assigned. *Work experience in the field or completion of the class to which assigned are examples of training and experience that would qualify an individual for these positions.*

## **KNOWLEDGE OF:**

Subject matter where vocational and/or computer assisted learning occurs; Microsoft computer applications; basic arithmetic principles; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

## **ABILITY TO:**

Read and understand documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; effectively present information and respond to questions in one on one and group situations to students; apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form; deal with problems involving several concrete variables in standardized situations. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **OTHER SKILLS AND ABILITIES**

Some computer skills are required of all instructional lab assistants. In addition, skills must match the lab to which assigned.

## **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 walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 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 frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually moderate.

**COMMENTS**

Individuals working under this job description will be assigned to specific classrooms where vocational and/or computer assisted learning occurs. The individual must demonstrate a working knowledge of the subject matter, having experience in the field being taught. As a representative of the Escondido Union High School District, the employee is expected to present a professional image, to work under the leadership of a certificated teacher and to carry out the duties of the position with a caring, helpful and cooperative demeanor.