

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT I –AFTER-SCHOOL PROGRAM

BASIC FUNCTION:

Under the direction of an assigned Supervisor, assist in the effective instruction of students and reinforce lessons in the After School Program in a classroom or learning center; to perform a variety of instructional and clerical duties; perform related duties as assigned.

REPRESENTATIVE DUTIES:

Tutor individual students and small groups of students to reinforce and follow up learning activities; monitor and assist students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts by instructional personnel. **E**

Assist students with homework assignments; explain questions and provide better understanding of homework as needed. **E**

Prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students. **E**

Serve as a role model; develop positive/reinforce social behaviors of students; discipline students according to established procedures. **E**

Supervise students in assigned areas of outdoor eating areas, halls, restrooms, on the playground and at other locations during hours to which assigned. **E**

Assure the health and safety of students according to standard health and safety practices and procedures; assist in maintaining a clean and orderly environment. **E**

Escort children to and from classrooms as assigned.

Assist in and/or prepare snacks for students.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child development principles and practices.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and outdoor activities.

Student behavior management strategies and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Health and safety regulations.

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ABILITY TO:

Demonstrate an understanding, patient and receptive attitude toward students of varied age groups.

Communicate effectively in oral and written form in English.

Perform routine clerical tasks.

Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment.

Understand and carry out oral and written directions.

Establish and maintain cooperative working relationships with children and adults.

Oversee and discipline students according to approved policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and some paid or volunteer experience working with youth in an organized setting.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and playground environment.

Constant interruptions.

PHYSICAL ABILITIES:

Sitting, standing and walking for extended periods of time.

Kneeling, crouching or bending at the waist to assist students.

Seeing to observe students.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate office equipment.