



Instructional Assistant Job Announcement

Location:	Yav Pem Suab Academy		
Position Type:	Classified-Non-Exempt	Job #:	2952023-2120-02
Assignment Type:	Full Time, 8 hours per day		
Pay Rate:	\$15.56-\$20.17 per hour, DOE	Position(s) Available:	1
Reports to:	Site Administrator	Date Posted:	October 3, 2022
Website:	www.urbanesc.org	Date Expires:	Open Until Filled

BASIC FUNCTION

Under the direction of the assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist in the preparation of instructional materials and provide routine clerical support as assigned.

DUTIES AND RESPONSIBILITIES *(May include, but are not limited to the following)*

- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher.
- Monitor and oversee student drills, practices, remedial exercises, and assignments in various subjects.
- Provide individual assistance to students as directed; explain errors and answer questions, assist students with a variety of instructional games and activities.
- Confer with teachers concerning programs and materials to meet individual student needs; utilize appropriate methods of instruction to achieve goals and objectives for students.
- Assist with monitoring behavior of students in the classroom and during outdoor activities, including emergency drills according to approved procedures.
- Report progress regarding student performance and behavior as required.
- Perform a variety of clerical duties such as preparing instructional materials, duplicating and distributing materials and maintaining various records and files.
- Organize materials to assist student learning.
- Operate a variety of classroom and office equipment including a computer and copy machine.
- Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Basic subjects taught in District schools, including mathematics, grammar, spelling, language and reading.
2. Basic child guidance principles and practices.
3. Safe practices in classroom and playground activities
4. Correct English usage, grammar, spelling, handwriting, punctuation and vocabulary.
5. Classroom procedures and appropriate student conduct.
6. Operation of standard office and classroom equipment.
7. Oral and written communication skills
8. Interpersonal skills using, tact, patience and courtesy.
9. Basic record keeping techniques.

Ability to:

1. Assist with instruction and related activities in a classroom or assigned learning environment.
2. Reinforce instruction to individual or small groups of students and children as directed by the teacher.
3. Learn and apply appropriate methods, procedures and limitations in the assigned instructional environment.
4. Understand and follow oral and written directions.
5. Conform to and support the assigned teacher's style of classroom management.
6. Establish and maintain cooperative and effective working relationships with others.
7. Communicate effectively both orally and in writing.
8. Monitor, observe and report student behavior and progress according to approved policies and procedures.
9. Learn, explain and apply applicable rules, regulations, policies and procedures.
10. Organize instructional materials.
11. Operate standard office and classroom equipment.
12. Adapt to individual needs of teachers and students and work with interruption.
13. Work independently make minor decisions within the framework of established guidelines.
14. Read and understand instruction.
15. Maintain a clean, safe and orderly classroom learning environment.
16. Perform clerical duties related to classroom activities.
17. Maintain routine records.
18. Maintain consistent, punctual and regular attendance.
19. Sit or stand for extended periods of time.
20. Bend at the waist, kneel or crouch to assist students.
21. See to read a variety of materials and monitor student activities.
22. Hear and speak to exchange information.
23. Reach overhead, above the shoulders and horizontally.

MINIMUM REQUIREMENTS

1. Any combination equivalent to graduation from high school and completion of twelve (12) or more semester units in an institution of higher education.
2. Previous experience working with individuals or students in an organized setting.
3. Reliable means of transportation.
4. Basic first aid and CPR certification preferred but not required.
5. Successful clearance of both a DOJ and FBI background check.
6. Provide evidence of most recent TB clearance (within 1 year) upon hire.

WORKING ENVIRONMENT

Environment with constant interruptions. Classroom and playground environment.

PHYSICAL ABILITIES

Must be able to function indoors engaged in work of primarily a sedentary nature. Requires the ability to use near vision to writ and read printed materials and computer screens. Requires the ability to use hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment. Requires ambulatory ability to move about campus, to tutor, assist with presentations and to reach work materials. Requires the ability to use manual and finger dexterity to type, to point out important words/figures to students, and to operate personal computers and electronic devices. Requires the ability to lift, carry, push, and move supplies, fixtures of medium weight (under 50 lbs.).

ADDITIONAL JOB INFORMATION

Pay Determination: Only full-time relevant experience will be considered for pay determination.
Pay offering is non-negotiable and follows the board adopted salary schedule.

Work Schedule: Monday through Thursday, 8:15 a.m. – 4:25 p.m., with 30 min lunch

Benefits Eligibility:

- 1) Medical, Dental and Vision Coverage
- 2) 403b Retirement Plan Option
- 3) Sick Pay/Personal Necessity up to 80 hours per year and does not roll over
- 4) There is no vacation pay or holiday pay at this time

JOIN OUR TEAM

1. Download an employment application from www.urbancsc.org
2. Complete and save your application using this name format: Last Name, First Name – Job# 2952021-2101-05 (i.e. Smith, John – 2951920-2404-BO01)
3. Email your completed application along with resume and supporting documents to: staff@urbancsc.org and type the following: Job#2952021-2101-05 in the subject line.
4. Reference letters or supporting documents can also be included at this time.
5. A confirmation will be emailed to you at the end of the week, upon receipt of your application.