

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Instructional Assistant, High School Labs

BASIC FUNCTION:

Under direct supervision of the assigned site administrator and general direction of an assigned teacher, to assist instructional personnel in the designated instructional program; to provide learning experiences to individual students and small groups; to perform routine clerical and supportive tasks for instructional personnel and to do related work as required.

ESSENTIAL DUTIES:

- Assists instructional personnel with the presentation of learning materials and follow up activities, individually or in small groups of students.
- Prepares and assists in the set up and preparation of learning activities for use with students.
- Continues with instructional program in absence of teacher.
- Oversees and supervises students during classroom activities in the assigned lab.
- Uses positive reinforcement strategies and other techniques to assist students in the development of appropriate behavior and an appreciation of human diversity.
- Assists in maintaining an orderly, attractive, and positive learning environment.

OTHER REPRESENTATIVE DUTIES:

- Maintains a variety of records and files, including confidential student records and information.
- May perform routine clerical tasks such as typing, computer operation, filing and photocopying.
- Stores and maintains an appropriate inventory of instructional materials, supplies and equipment.
- Participates in staff development activities and professional learning communities as appropriate.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Ability to implement behavior management techniques with or without the presence of the teacher;
- Appropriate English usage, punctuation, spelling and grammar;
- Basic arithmetical concepts;
- Instructional techniques specific to assigned areas;
- Routine record storage, retrieval and management procedures.

Ability to:

- Utilize a variety of learning activities and procedures
- Provide feedback as to how the children are performing daily assigned tasks;
- Be flexible in making quick changes in a daily lesson for individual or total group;
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written instructions;
- Appreciate human diversity;
- Establish and maintain cooperative working relationships with high school students and adults;
- Pass a district proficiency test in reading, math and composition or have passed CBEST.

MINIMUM QUALIFICATIONS

Experience:

- Experience working with high school students is preferred.

Education:

- Equivalent to the completion of an Associate of Arts degree, with emphasis in the assigned subject area.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS**Environment:**

- School and classroom environments
- Moderate noise level

Physical Requirements:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist.
- Ability to frequently lift, push, pull and/or move up to 30 pounds, and occasionally lift, push, pull and/or move up to 75 pounds with assistance.
- Ability to climb stairs.
- Ability to see for the purposes of reading instructional materials, documents and other printed matter, for observing students and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to operate technology, computer, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to learn the procedures, function and limitations of assigned duties.