



Inst Asst 1 / Gang Prevention

Purpose Statement

The job of Inst Asst 1 / Gang Prevention is done for the purpose/s of providing support to the instructional program under the direction of the District social workers, with specific responsibility for assisting in the supervision, care and instruction of identified students; assisting in implementing plans for instruction; monitoring student behavior; and providing information to appropriate supervising instructional staff.

This job is distinguished from similar jobs by the following characteristics: Works directly on issues relate to gang-related activities; must have own transportation; Spanish language fluency preferred.

This job reports to Administrative Secretary District Student Services

Essential Functions

- Assists in maintaining manual and electronic files/records (e.g. case files, attendance, progress, etc.) for the purpose of providing written reference; tracking progress; and/or meeting mandated requirements.
- Attends meetings, conferences, and in-service training programs (e.g. paraeducator conference, medical needs trainings, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff, professional support personnel, and others for the purpose of assisting in evaluating progress.
- Implements intervention activities, under the direction of the District Social Workers, for the purpose of supporting and reinforcing productive alternatives to gang-related activities.
- Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, enrichment classes, etc.) for the purpose of maintaining a safe and positive learning environment.
- Performs general clerical functions (e.g. copying, filing, laminating, collating, etc.) for the purpose of supporting the instructional program.
- Provides instruction to assigned students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives and contributing to students' success in school.
- Reports observations and incidents relating to specific students to appropriate instructional staff (e.g. progress, behavior, academic achievement, social interaction, etc.) for the purpose of improving students achievement, behavior, and socially appropriate interactions.
- Responds to emergency situations (e.g. student injuries, socially inappropriate behavior, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

Spanish Language fluency preferred
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 1