



### **Inst Asst 3 / Extended Day**

#### **Purpose Statement**

The job of Inst Asst 3 / Extended Day is done for the purpose/s of coordinating instructional activities outside regular school hours in a specific content or program area ; disseminating and receiving information; coordinating and implementing curriculum; addressing operational issues at the classroom level under the direction of the site administrator or designee; providing recommendations for activities, equipment, and supplies that enhance the assigned program; and serving as resource within their special area for other school personnel by providing support and guidance based on their subject area knowledge and experience.

This job is distinguished from similar jobs by the following characteristics: Works primarily before or after school.

This job reports to After School Manager/Supervisor

#### **Essential Functions**

- Assesses student progress for the purpose of defining instructional needs and reporting instructional outcomes.
- Attends meetings, conferences, and in-service training programs (e.g. paraeducator conference, medical needs training, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising staff for the purpose of providing information and direction regarding plans, activities, schedules, etc.
- Delivers instruction in the specific content or program area for the purpose of meeting the educational needs of students.
- Directs overall activities of assigned content or program area for the purpose of providing quality instruction within a specific content or program.
- Identifies program needs (e.g. materials, equipment, supplies, space requirements, etc.) for the purpose of providing recommendations of expenditures for activities, equipment, supplies, etc. that will enhance the program activities in accordance with established grade levels guidelines.
- Monitors student behavior and establishes expectations for the purpose of providing a safe and productive learning environment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Plans presentations for the specific content or program area for the purpose of providing individuals or small groups of students with educational support, remediation, and acceleration.
- Prepares a variety of reports and documentation (e.g. program objectives, schedules, etc.) for the purpose of complying with District requirements and/or presenting information to other staff and/or parents.
- Reports observations and incidents relating to specific students to appropriate instructional staff (e.g. academic progress, behavior, social interaction, etc.) for the purpose of improving student achievement, behavior, and socially appropriate interactions.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.

- Responds to inquiries from other school personnel for the purpose of providing information, assistance and/or direction related to the special program area activities.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; facilitating department goals; and organizing and communicating information and concepts.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: knowledge of curriculum, instruction, and subjects of assignments (music, art, or physical education); pertinent laws, codes, policies, and/or regulations; public relations protocols; and relevant professional standards and practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; and setting priorities.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often 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: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 30% walking, and 50% standing. The job is performed under minimal temperature variations and 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**

**Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

Occasionally as needed to perform changing essential functions of position

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

**Approval Date**

**Salary Grade**

Non Exempt

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