



Inst Asst 3 / General

Purpose Statement

The job of Inst Asst 3 / General is done for the purpose/s of coordinating instructional activities in a specific content or program area (Band, Drama, Early Intervention, Music, Orchestra, Title I, Youth in Custody, etc.) 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: Plans, prepares, and delivers instruction under the direction of the supervisor/classroom teacher.

This job reports to Principal or Program Director

Essential Functions

- communicates with staff, students and/or parents 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.
- 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 students with an opportunity to demonstrate their accomplishments.
- 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.
- Responds to inquiries of other school personnel for the purpose of providing information, assistance and/or direction related to the special program area activities.
- Supervises Lane 1 Instructional Assistants assigned to them for the purpose of maximizing instructional time and quality learning.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple 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 algebra and/or geometry; read a variety of manuals, write documents following

prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. 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 data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with similar types of 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 limited supervision following standardized practices and/or methods; 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: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

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 3