



Inst Asst 3 / Youth In Custody

Purpose Statement

The job of Inst Asst 3 / Youth In Custody is done for the purpose/s of assisting the supervising teacher prepare, present and assess instructional activities for Youth In Custody students including content instruction and behavioral intervention; assisting with maintaining student records; and monitoring students during instructional time.

This job is distinguished from similar jobs by the following characteristics: Plans, prepares, and delivers instruction under the direction of the supervisor/classroom teacher Works exclusively with Youth in Custody students in a secure environment.

This job reports to Principal or Program Director

Essential Functions

- communicates with instructional staff, correctional staff and students for the purpose of providing information and direction regarding plans, activities, schedules, etc.
- Delivers instruction under the direction of the supervising teacher for the purpose of meeting the educational needs of students.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Plans assessment in assigned areas under the direction of the supervising teacher for the purpose of providing students with an opportunity to demonstrate their accomplishments.
- Prepares a variety of reports and documentation 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: administer first aid effective listening guiding others instructional techniques planning problem solving supervision interpersonal aptitude.

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: current and emerging technology curriculum and instructional methods english grammar/punctuation/spelling/vocabulary instructional media/equipment age appropriate activities/behaviors.

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 adaptability/flexibility communication with persons of diverse backgrounds/knowledge/skills multi-tasking confidentiality dealing with frequent interruptions decision making organizing prioritization reliability taking initiative teamwork.

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: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-employment Proficiency Test

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