



Inst Asst 3 / Title I

Purpose Statement

The job of Inst Asst 3 / Title I is done for the purpose/s of coordinating, preparing, and presenting instructional activities to small groups or individuals; providing recommendations for activities, equipment, and supplies that enhance the small group or individual instruction; and assessing small group or individual progress.

This job is distinguished from similar jobs by the following characteristics: Plan, prepares, and delivers instruction to Title I small groups or individuals under the direction of the supervisor/classroom teacher.

This job reports to Teacher - Elementary

Essential Functions

- Communicates with staff, students, and/or parents, with approval of the supervising teacher, for the purpose of providing information and direction regarding plans, activities, schedules, etc.
- Conducts on-going assessment of small groups or individuals for the purpose of reporting progress and designing curriculum.
- Directs overall activities of assigned groups or individuals for the purpose of providing a quality learning environment.
- Identifies program needs (e.g. materials, equipment, supplies, space requirements, etc.) for the purpose of providing recommendations that will enhance group or individual activities in accordance with established District guidelines.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Plans prepares, and delivers instruction to small groups or individuals for the purpose of meeting the educational needs of students.
- Prepares a variety of reports and documentation (e.g. program objectives, schedules, student progress reports, 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.

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; 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; job-related codes/laws/rules/regulations/policies; 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 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 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 diverse backgrounds; setting priorities; meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. 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: 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 30% sitting, 30% walking, and 40% 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

Passing score on ETS ParaPro assessment OR
Has completed 48 units of college-level coursework meeting current requirements OR
Has completed an associate degree

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade
Lane 3