



Inst Asst 3 / Content Drama

Purpose Statement

The job of Inst Asst 3 / Content Drama is done for the purpose/s of providing support to the instructional process by serving as a group instructor with specific responsibility for developing students' skills in the specific content area; supervising students within the specialty classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; and responding to inquiries from students, teachers, parents or guardians regarding the program.

This job is distinguished from similar jobs by the following characteristics: Works primarily with groups in a specific content.

This job reports to Principal

Essential Functions

- Assembles materials for the purpose of providing support to activities and instruction.
- Assesses student progress towards objectives, expectations, and/or goals (e.g. acting skills and abilities, etc.) for the purpose of providing feedback to students and parents.
- Attends meetings and/or workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Disseminates district and/or community content information to students for the purpose of providing opportunities for students to participate.
- Instructs students for the purpose of improving their knowledge and skills in drama.
- Maintains files (e.g. lesson plans, performance information, etc.) for the purpose of organizing information for future reference.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Plans and conducts plays, performances, etc. for the purpose of presenting student work.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical 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: guiding others; instructional techniques; monitoring activities; and planning.

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 understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: curriculum and instructional methods; age appropriate activities/behaviors; drama principles and acting techniques.

ABILITY is required to schedule activities and/or meetings; collate data; and use 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 specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans.

Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating 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: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

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

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