



## **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