



## **Inst Asst 4 / General**

### **Purpose Statement**

The job of Inst Asst 4 / 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 Site Administrator

### **Essential Functions**

Assesses student performance according to defined standards for the purpose of reporting on student progress and completing grades or standards reports.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

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; pertinent laws, codes, policies, and/or regulations; 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 defined and similar 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. Problem solving is required to identify issues and create 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; and setting priorities.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; 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 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 required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

Has completed 48 units of college-level coursework meeting current requirements OR Associates Degree or Passing score on Praxis Para-pro exam

**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**

3/16/2023

**Salary Grade**

Lane 4