



PERSONNEL COMMISSION

Class Specification
Salary Range: 20 (C1)

CLASS CODE

TITLE

0766
5221

INSTRUCTIONAL ASSISTANT-SCHOOL FOR ADULTS
INSTRUCTIONAL ASSISTANT-SCHOOL FOR ADULTS - BL SPANISH

JOB SUMMARY

Under general supervision, perform a variety of instructional and clerical duties in support of the School for Adults; administer and score Comprehensive Adult Student Assessment Systems (CASAS) reading and math assessments and Test of Adult Basic Education (TABE); provide instructional support to students in a learning lab environment; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of instructional and clerical duties in support of the School for Adults; greet and assist visitors; answer telephones and provide information regarding the School for Adults in person or on the telephone. **E**
- Conduct orientation sessions for adult school students; respond to questions regarding entry requirements, enrollment procedures, course offerings, schedules and High School Equivalency (HiSET) testing requirements; collect fees; write receipts. **E**
- Administer and score Comprehensive Adult Student Assessment Systems (CASAS) reading and math assessments and Test of Adult Basic Education (TABE); assess adult students using informal and non-standardized methodologies such as orientation interviews and writing samples; place in appropriate level classes. **E**
- Assist students in a computer lab to utilize the internet and various types of self-paced learning software; create user accounts and assign log-ins; troubleshoot computer lab issues; place help desk tickets as needed. **E**
- Check out textbooks, videos, DVD's, CD's, headphones and other equipment to students; maintain inventory of equipment; notify supervisor of need to replace equipment. **E**
- Disseminate information to prospective students and tutors regarding Adult Education programs, activities, classes and other related information. **E**
- Schedule tutorial assignments and maintain roster of available tutors; match students with tutors on the basis of availability, location, fields of specialty and personal attributes. **E**
- Provide instructional support to independent study high school students; tutor students in a variety of subjects; confer with certificated teachers regarding course materials. **E**
- Review and score work assignments and tests; check completed student work for accuracy and inclusion into their progress report portfolio; prepare student progress reports. **E**

- Assist in developing instructional materials including study packets, exercises and tests; create student folders and portfolios; maintain inventory of instructional materials and supplies. *E*
- Perform a variety of clerical duties such as preparing instructional materials, duplicating and distributing materials, recording attendance, collecting monies, completing forms and applications, creating flyers, ordering supplies, composing correspondence and maintaining various records and files. *E*
- Operate a variety of office and classroom equipment such as a copier, laminator, telephone and a computer and assigned software. *E*
- Attend and participate in a variety of meetings, workshops, in-services and training programs as assigned. *E*
- Train and provide work direction and guidance to College Aides as assigned.

Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Instructional Assistants are programmatic in function rather than in a teacher-classroom orientation. The Instructional Assistant is an active, knowledgeable participant in the development of instructional activities and materials. They actively participate in the delivery of educational subject matter rather than the lesser included task of tutoring and drilling students which is more typical of the Instructional Aide classifications. Incumbents in the Instructional Assistant – School for Adults classification perform a variety of instructional and clerical duties in support of the School for Adults. Incumbents work directly with adult students working towards academic goals or high school students retrieving credits to transition back into high school and obtain a diploma. Incumbents in the Instructional Assistant – School for Adults - BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary to translate materials and interpret for students and staff.

EMPLOYMENT STANDARDS

Knowledge of:

General instructional and study methods and techniques.

Basic subjects taught in District schools including arithmetic, grammar, spelling, language and reading.

Diverse needs of individuals from varying socioeconomic and cultural backgrounds.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and filing techniques.

Ability to:

Perform a variety of instructional and clerical duties in support of the School for Adults.
Conduct orientation sessions for adult school students.
Administer and score a variety of tests including reading and math assessments. Motivate and encourage positive learning patterns and behaviors.
Demonstrate understanding and patience toward students.
Work collaboratively as an educational team member.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Answer telephones and provide information regarding the School for Adults in person or on the telephone.
Establish and maintain cooperative and effective working relationships with others.
Interpersonal skills using, tact, patience and courtesy.
Communicate effectively both orally and in writing.
Meet schedules and timelines.
Operate standard office and classroom equipment including a computer and assigned software.
Maintain records and files.

Education and Training:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level coursework relating to the activities of this classification, such as education or information technology.

Experience:

One year of experience providing instructional assistance in an educational environment including experience working with computers and peripheral equipment.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS

Positions in the Instructional Assistant – School for Adults - BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test.

WORKING ENVIRONMENT

Classroom or learning center environment.
Evening or varied hours.
Potential for contact with dissatisfied or abusive individuals.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Seeing to read a variety of materials and monitor student behavior.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate standard office and classroom equipment.
Bending at the waist, kneeling or crouching to assist students.
Lifting and carrying materials and supplies weighing up to 10lbs.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

2/19/1998
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