

OAK PARK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL ASSISTANT I - Art

This is a part time, ten (10) month position – 3 hours per day – 180 days
SALARY: CL 7.5

DEFINITION

Under direction of a supervisor, assist a Reggio Emilia art studio teacher in providing developmentally appropriate art instruction to individual or small groups of students in an assigned learning environment; prepare instructional materials and perform a variety of clerical duties as assigned.

EXAMPLES OF DUTIES

Assist in planning and creating art experiences based on the Reggio Emilia approach to early childhood education. Instructional Assistant will work directly with the teachers to ensure that appropriate materials and direction are applied and be responsible for maintenance of supplies, materials, and equipment.

Learn and apply the techniques of team teaching; perform a variety of clerical duties as assigned; assist in maintaining a neat and orderly room environment; attend meetings and participate in in-service training as assigned;

Assist in the Reggio Emilia program and instruction of individual or small groups of students, reinforcing art experiences as directed by the teacher; assist students by providing developmental and age appropriate activities, emotional support and general guidance; perform related duties as assigned.

Presence in the classroom is required on all student/teacher contact days. The school work year will consist of one hundred and eighty (180) working days.

EMPLOYMENT STANDARDS

Knowledge of: Reggio Emilia practices; Child guidance principles and practices; Effective interpersonal and communication skills.

Ability to: Learn methods and procedures to be followed in an instructional situation and limitations of assigned duties; perform routine clerical work; inspire confidence in children and youth; establish and maintain cooperative and effective working relationships with children, parents, teachers and administrators.

Education and Experience: Any combination of Reggio Emilia training and experience which will demonstrate the knowledge and abilities listed above. An AA degree or 48 college units in any subject area.

WORKING CONDITIONS

Classroom and outdoors environment; subject to stooping, bending, lifting and standing while working with students.