

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT I –Literacy and Numeracy Support

This is a part time, school session position — 180 days

SALARY: Range 7.5 on the Classified Hourly (CL) salary schedule

DEFINITION

Under direction of the Principal and certificated staff, help to coordinate and implement the literacy and math programs at the elementary sites.

EXAMPLES OF DUTIES

Under the direction of the Principal and certificated staff, help to coordinate and implement the reading, writing and math programs in the classroom; monitor student activities; assess student progress; operate classroom technology and other instructional equipment; attend meetings and participate in in-service training as assigned; assist students by providing proper examples, emotional support and general guidance; maintain classroom order; maintain a neat and orderly learning environment; 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: Correct English usage, spelling, vocabulary and grammar; mathematical principles included in the K-5 curriculum; child guidance principles and practices; basic subjects taught in District schools; effective interpersonal communication skills; record-keeping techniques. Knowledge of the use of technology including computers, SmartBoards, iPads and other tech devices used within the school

Ability to: Learn District guidelines and processes and apply them in a variety of situations; implement lesson plans and effectively use instructional materials; coordinate and implement reading, writing and math assistance for elementary students; communicate effectively orally and in writing; reinforce instruction; maintain records and prepare reports; perform routine clerical work; establish and maintain cooperative and effective working relationships with students, parents and staff.

Education and Experience: Any combination equivalent to completion of two years of college with major course work in child guidance, reading development, mathematics or related field.

WORKING CONDITIONS

Classroom environment.