

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT I – Math

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 a math intervention program which provides math assistance to those students who are identified on the basis of universal screening test scores and teacher recommendation.

EXAMPLES OF DUTIES

Under the direction of the principal and certificated staff coordinate and implement a math intervention program which provides math assistance to those students who have been identified on the basis of universal screening test scores, classroom performance, and teacher recommendation; monitor student activities such as drill, practice and collaborative work after lessons and instructions have been given by the teacher; administer student tests, including regular progress monitoring; maintain classroom order; score objective tests and student work and assess student progress; maintain a neat and orderly learning environment; utilize instructional technology and other instructional equipment effectively; attend regular grade-level data team meetings, and other meetings as appropriate, and participate in in-service training as assigned; assist students by providing proper examples, 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: Mathematical principles included in K-5 curriculum; correct English usage, spelling, vocabulary and grammar; other basic subjects taught in District schools; child guidance principles and practices; 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; develop or modify lesson plans and instructional materials; coordinate and implement math development assistance for designated students; communicate effectively orally and in writing; tutor and 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, mathematics or related field.

WORKING CONDITIONS

Classroom environment.