

**OAK PARK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL ASSISTANT II - EXTENDED CARE PROGRAM**

DEFINITION:

This is a part-time position working with students with or without disabilities, with the specific assignment based on the needs of the students and program.

SALARY: Range 10 on the Classified Hourly Salary Schedule

Under the supervision of the Site Leader and the Program Director, assist in providing program access to students with or without special needs and identified disabilities; prepare materials; provide assistance with self-help skills and personal hygiene; and perform clerical duties in support of student performance and behavior.

ESSENTIAL DUTIES

Provide support to students in areas including social skills, motor skills, behavior management, personal hygiene, independence, self help skills, and academics; collect specific data under the direction of the Site Leader, Program Director and/or other district staff; escort students through the campus as needed to assist them and monitor their behavior; operate audio-visual equipment and other instructional equipment; communicate with staff regarding individual student progress and behavior; utilize approved behavior management techniques under the direction of the Program Director, Site Leader and other district staff; perform clerical duties in support of program activities; inventory and order supplies; perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of: Basic principles of child guidance and early childhood development; special needs of students with disabilities; basic subjects taught; oral and written communication skills; record keeping methods; effective interpersonal skills.

Ability to: Assist Site Leader in an assigned program environment; reinforce homework; relate effectively to students including students with special needs; perform clerical support duties including data collection and progress monitoring; work effectively and cooperatively with staff, teachers, students, parents, and administrators; learn the methods, procedures and limitations of the assignment; monitor students in the classroom and in other locations on campus.

Education and Work Experience: A high school diploma (or its equivalent), one year of experience working with students in an organized setting, AND two years of college (48 units) OR an AA degree (or higher).

WORKING CONDITIONS

Before/After-school program environment; other locations on campus as appropriate to support students with special needs.

Work part-time late-July through the end of May (196 days) including school breaks and non-school days.

Work is performed in a school environment at various locations throughout the district.