

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: INSTRUCTIONAL ASSISTANT, STARBASE

REPORTS TO: Assigned Designee
SUPERVISES: No supervisory responsibilities

DEFINITION:

Assist the teacher with providing directed learning experiences in Science, Technology, Engineering, and Mathematics (STEM) to students in grades 4-6 during the school year and outside the school year. Support the implementation of the STARBASE program in accordance with Department of Defense (DoD) guidelines. Maintain equipment, materials and records.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. An AA degree (or equivalent) or passage of proficiency examination in compliance with California Education Code and Every Student Succeeds Act.
3. Experience working with students in an organized setting.
4. Valid California driver's license.
5. First Aid and CPR certification (provided by SLOCOE) must be obtained within 130 days of employment.
6. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.

KNOWLEDGE AND ABILITY:

1. Knowledge of student guidance principles and practices.
2. Knowledge of basic instructional methods and techniques.
3. Knowledge of basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
4. Knowledge of classroom procedures and appropriate student conduct.
5. Knowledge of safe practices in classroom and playground activities.
6. Knowledge of basic record-keeping and report preparation techniques.
7. Knowledge of basic computer operations.
8. Ability to operate standard office, vocational and classroom equipment including a computer.
9. Ability to perform a variety of clerical duties including typing, filing and duplicating materials.
10. Ability to assist students in learning activities which enhance social interaction skills.
11. Ability to remain calm and assertive while dealing with students with challenging behaviors.
12. Ability to communicate effectively both verbally and in writing.
13. Ability to understand and follow oral and written instructions.
14. Ability to observe health and safety regulations.
15. Ability to work independently and without supervision if required for certain positions.
16. Ability to drive a car or van.
17. Ability to create and maintain variable schedules in specified positions.
18. Ability to maintain regular and reliable attendance.
19. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
20. Ability to establish and maintain positive and effective working relationships with diverse populations.
21. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
22. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and

decisions.

23. Ability to deal with problems or issues that arise within the scope and skill set of the classification.

ESSENTIAL FUNCTIONS: (may perform any, but not necessarily all of these essential functions, depending upon assignment)

1. Assist and support the teacher in preparation and instruction of STARBASE program curriculum to students.
2. Exercise classroom management techniques to promote a productive and safe learning environment, as directed.
3. Perform clerical duties in support of program activities such as preparing, typing, duplicating and filing instructional materials. Distribute, collect, prepare and process attendance and other forms and documents. May record student attendance.
4. Assist the teacher with evaluations, surveys and assessments, as well as maintaining participant records and files.
5. Assist with the care of classroom and instructional equipment, supplies and materials.
6. Monitor inventory levels of classroom supplies. Assist in ordering, receiving and maintaining inventory levels of supplies. Order and arrange for food items as needed.
7. Operate office and classroom equipment including a copier, fax machine, computer and software.
8. Under direction of the teacher, communicate with staff, administrators, parents and others to exchange information and resolve issues or concerns. Answer telephone calls, take messages and provide general class and student information to parents and others.
9. Provide routine first aid to injured students according to established procedures. Administer medications according to prescribed instructions. Respond to medical emergencies and prepare related paperwork.
10. Ensure the health and safety of students by following health and safety practices and procedures. Maintain learning environment in a safe, orderly and clean manner.
11. Attend and participate in staff meetings and workshops.
12. Handle confidential information and materials with complete security.
13. Other duties as required within the scope and skill level of the job classification.

ENVIRONMENT:

Classroom, playground or community environment. Military base environment.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate specialized medical equipment.
2. Seeing to read a variety of materials and monitor student health conditions.
3. Hearing and speaking to exchange information,
4. Bending at the waist, kneeling or crouching to assist students.
5. Reaching overhead, above the shoulders and horizontally.
6. Walking on uneven terrain.
7. Sit in low chairs or on the floor.
8. Climb stairs.
9. Reach overhead.
10. Sitting or standing for extended periods of time.
11. Physical agility to lift 20 pounds to shoulder height.
12. Lifting, carrying, pushing or pulling moderately heavy objects.
13. Walking and running on uneven or rugged terrain.

HAZARDS:

1. Potential for contact with blood and other body fluids, which may contain bloodborne pathogens and communicable infectious diseases.

2. Contact with dissatisfied - individuals.

Grade Allocation: 16
Adopted: 5/22/2024
Revised: