

## **SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**

### **JOB TITLE: INSTRUCTIONAL ASSISTANT, MIGRANT EDUCATION**

**REPORTS TO:** Identification and Recruitment Manager or designee

**SUPERVISES:** No supervisory responsibilities

#### **DEFINITION:**

Assist the teacher in reinforcing instruction to individual or small groups of migrant students. Assist in the preparation of instructional materials and implementation of Individualized Education Plans (IEPs). Provide routine clerical support.

#### **QUALIFICATIONS:**

Required:

1. High school diploma or equivalent.
2. An AA degree (or equivalent) or passage of proficiency examination in compliance with Education Code and Every Student Succeeds Act.
3. Experience working with students in an organized setting.
4. Valid California driver's license.
5. Sign language, braille or bilingual skills are required for some specifically identified positions.
6. First Aid and CPR certification (provided by SLOCOE) must be obtained within 130 days of employment.
7. 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 understand and relate to students with special needs.
9. Ability to operate standard office, vocational and classroom equipment including a computer.
10. Ability to perform a variety of clerical duties including typing, filing and duplicating materials.
11. Ability to assist students in learning activities which enhance social interaction skills.
12. Ability to remain calm and assertive while dealing with students with challenging behaviors.
13. Ability to communicate effectively both verbally and in writing.
14. Ability to understand and follow oral and written instructions.
15. Ability to observe health and safety regulations.
16. Ability to work independently and without supervision if required for certain positions.
17. Ability to drive a SLOCOE car or van to transport students.
18. Ability to create and maintain variable schedules in specified positions.
19. Ability to maintain regular and reliable attendance.
20. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
21. Ability to establish and maintain positive and effective working relationships with diverse populations.
22. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.

23. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
24. 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 a teacher in reinforcing instruction to individual or small groups students in a classroom or other learning environment. Monitor and oversee student drills, practices and assignments in various subjects. Assist teacher with the implementation of IEPs, 504s, and other differentiated instruction. Confer with the teacher concerning IEPs, lesson plans and materials to meet student needs. Report progress regarding student performance and behavior. Assist teacher in maintaining a supportive and structured classroom environment.
2. Load, unload, and accompany students on buses as directed.
3. Provide tactile, movement, and sensory experiences to students as needed.
4. Assist migrant students in completing classroom assignments, homework and projects in various subject areas, using writing instruments and assistive technology. Ensure student understanding of classroom rules and procedures. Assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
5. Read books to students and observe their reading abilities. Assist students with letter and word pronunciation and recognition.
6. Utilize bilingual skills in designated language to translate and communicate with students and parents if required by the position.
7. Perform clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials. Distribute, collect, prepare and process attendance, medication reports, and other forms and documents. May record student attendance.
8. Observe and control behavior of students in the classroom according to approved procedures. Interact with and monitor students during outdoor activities. Implement IEP goals during classroom instruction, Physical Education and recess as directed.
9. Grade student tests and assignments. Maintain records and student files related to grades, progress, medications, IEPs, 504s, behavior and assigned activities. Prepare mandated reports and documentation.
10. Transport students using a company car or van to and from designated locations. Accompany students on fieldtrips, public outings, social events, and during outdoor activities, as required by the position.
11. Travel using personal car to student homes, hospital, or other settings in itinerant positions.
12. Operate office and classroom equipment including a copier, fax machine, computer and software.
13. Monitor inventory levels of classroom supplies. Assist in ordering, receiving and maintaining inventory levels of supplies. Order and arrange for food items.
14. Under direction of classroom teacher, communicate with faculty, 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.
15. 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.
16. 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.
17. Attend and participate in staff meetings and workshops.
18. Handle confidential information and materials with complete security.
19. Other duties as required within the scope and skill level of the job classification.

**ENVIRONMENT:**

Classroom, hospital, home, group home, playground or community 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: 4/19/18