

TITLE: **ALTERNATIVE SCHOOL INSTRUCTIONAL ASSISTANT**

QUALIFICATIONS:

1. California high school diploma granted since January 1, 1981 or passage of Kern County high school proficiency test, preferably supplemented with college coursework in education or related area
2. Possession of valid California's driver's license and personal car for use on district business
3. Ability to communicate effectively with students, staff and community
4. Ability to follow oral and written directions
5. Knowledge of basic clerical skills
6. Experience working with junior high/middle school students in school setting desirable

REPORTS TO: Administrator as assigned

JOB GOAL: To assist alternative school staff in providing suitable environment in which students benefit from instructional program

PERFORMANCE RESPONSIBILITIES:

1. Assists teachers and other staff in reinforcing instructional program and guiding students in development of desirable academic and social skills and habits
2. Under the direction of certificated staff, works with individual or small groups of students to provide variety of instructional activities
3. Assists with care and preparation of instructional materials and equipment; maintains inventories and orders supplies as directed
4. Assists in supervision of students on school grounds and on school bus to ensure compliance with rules and regulations related to student behavior and attendance
5. Assists with recordkeeping, filing and other clerical duties related to program
6. Assists with home calls and runs errands as needed
7. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; classified salary schedule, class 11

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable