



NEW: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	INSTRUCTIONAL ASSISTANT/LUNCHROOM OFFICE ASSISTANT
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	1A, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8201
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assist an on-site director, classroom teacher, or other responsible staff member in providing a safe and quality environment for students in the classroom and in the lunchroom.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Monitors students on a one-to-one basis, in small groups or in large groups to ensure their safety
- Follows procedures to safeguard the health and safety of students
- Assists the on-site director, classroom teacher, or other responsible staff members in planning various activities for the students
- Assists with organizing materials for conducting special training activities
- Promotes positive parent and child interactions and activities
- Participates in staff activities and in special training programs
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Experience working with children in an organized setting
- Program specific certifications/training
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Experience in a diverse workplace