

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	INSTRUCTIONAL ASSISTANT - Career Technical Education
Job Family:	Instructional Support
Reports to:	Principal
Salary Level:	Range 22
Calendar:	Classified School Year

DEFINITION:

Under the direction of the Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a Career Tech Education classroom or environment; assist in the preparation of instructional materials and implementation of lesson plans; perform routine clerical and supportive tasks for instructional personnel; clean, maintain and set-up equipment for Career Technical Education classes and related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist a certificated teacher in reinforcing Career Tech education instruction to individual or small groups of students in a Career Tech Education classroom or environment; assist in the preparation of instructional materials and implementation of lesson plans.
- Lead, monitor and oversee student work and project related exercises; coordinate small group activities for Career Technical education classes; organize related activities to time outside of class.
- Perform a variety of clerical duties in support of Career Technical Education activities such as preparing, duplicating and filing instructional materials; type and input data into an assigned computer system; maintain student records and files including student attendance records, grades and related information.
- Provide support to the teacher by setting up equipment for Career Technical education classes and related activities; assist in set-up, distributing, collecting and storing education equipment.
- Assist students in completing assignments, Career Technical projects; assure student understanding of assignments, rules and procedures; assist students by answering questions, providing proper examples of safety precautions & protocols, emotional support, friendly attitude and general guidance.
- Assist in grading assignments; prepare reports and documentation as required.
- Observe and control behavior of students during class time, and outdoor learning environments according to approved procedures; report progress regarding student projects and behavior.
- Assist in shaping student's behavior through positive reinforcement and other strategies.
- Operate and maintain a variety of classroom, office and Career Technical Education equipment including industrial and automotive equipment, printer, computer and software as assigned.
- Assure the health and safety of students by following established practices and procedures; clean, maintain and assure Career Technical Education equipment is in working condition.
- Maintain discipline in the absence of a teacher.
- Administer related testing assessments.
- Oversee the activities of students in the work stations; monitor student behavior and ensure compliance with established rules and guidelines; refer misbehaving students to appropriate personnel; control student behavior as necessary; sign students in and out of class as directed.
- Maintain routine records related to equipment, projects and activities; distribute Career Technical equipment and supplies.
- Monitor inventory of Career Technical education and related supplies, materials and equipment; assist in ordering and receiving supplies, materials and equipment as directed.
- Assist in the planning and coordination of the District Career Technical Education special events and activities.

- Operate a variety of office equipment including a copier, computer and assigned software.

Other Duties:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school, some experience working with children in an educational or organized learning environment, and/or work experience in the appropriate Career Technical Education field.

Knowledge of:

- Basic Career Technical Education instructional methods and techniques.
- Safe practices in classroom and Career Technical Education activities.
- Child guidance principles and practices.
- Basic Career Technical Education activities of an automotive or industrial education program.
- Basic instructional methods and techniques.
- Shop safety activity procedures and appropriate student conduct.
- Operation of wood shop, welding, & automotive equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Assist a certificated teacher in reinforcing instruction related to programs involving Career Technical Education and related activities in a classroom or outdoor learning environment.
- Oversee the activities of students in the welding, automotive, wood shop, and/or classroom.
- Assist in the preparation of instructional materials.
- Perform Career Technical Education activities and exercises with students.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Demonstrate an understanding, patient, warm, and receptive attitude toward children.
- Observe health and safety regulations.
- Perform clerical duties and maintain records related to Career Technical Education activities.
- Maintain and operate Career Technical Education equipment and supplies in support of the Career Tech education program at a assigned school sites.

DESIRED QUALIFICATIONS:

- Some college level course work or work experience in the area of related Career Technical Education fields, child development, and recreation is preferred
- Valid First Aid and CPR Certificate.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/Classroom or Automotive, Welding, Wood Shop, environment.

Physical Demands:

- Dexterity of hands and fingers to operate equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to monitor student activities.
- Hearing and speaking to exchange information.

- Reaching overhead, above the shoulders and horizontally.
- Lifting, pushing or pulling moderately heavy objects.
- Walking.
- Physical ability and stamina.

Hazards include:

- Seasonal heat and cold or adverse weather conditions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA _____ DATE _____

DISTRICT _____ DATE _____

Board Approved: September 27, 2018