CHICO UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL ASSISTANT - VOCATIONAL EDUCATION

DEFINITION
Under general supervision, to perform a variety of instructional support duties involved in providing instructional assistance in vocational education to individuals or small groups of students in a classroom; and to perform a variety of clerical duties as assigned.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
. Assist certificated teaching staff with the development and preparation of vocational education instructional materials; assist in the preparation of graphic and written teaching materials.
. Assist certificated teaching staff with the presentation of learning materials and instructional exercises for students in vocational education; assist teaching staff in the conduct of lessons and other classroom activities; prepare for and assist with various classroom projects.
. Provide instruction and supervision for classes using career explorations and services in the industrial tech lab.
. Assist individuals or small groups of students with vocational, academic and social skills and the achievement of goals; reinforce instruction to individuals or small groups in a variety of vocational education subjects; develop creative methods and techniques for working with students within the suggested framework of the teacher; review plans with the teacher to ensure correct teaching techniques are being utilized for each student.
. At the direction of the teacher, assist in evaluating student progress in a wide variety of skills; report progress regarding student performance and behavior to the teacher.
. Assist with the administration and interpretation process of interest inventories.
. Observe and manage behavior of students according to approved procedures; assist in maintaining order among the students in the classroom and on the school grounds; supervise students as assigned in the classroom; accompany students going from one location to another; assure the continuance of classroom activities and discipline when the teacher is absent from the room.
. Perform a variety of clerical duties, including recording information, compiling and maintaining records and files, preparing reports, operating machines and assembling packets and materials for students.
. Assist Career Center staff with a variety of computer software, periodicals and books for vocational and college planning; file and maintain vocational education and ESL (English as a second language) materials in designated classrooms.
. Provide support to the teacher by setting up work areas, displays and exhibits, operating audiovisual equipment and educational training equipment, distributing and collecting papers and supplies, preparing bulletin board materials and decorating the classroom; assist in maintaining a neat, orderly and attractive learning environment.
. Communicate all matters of importance to teachers and specialists; communicate important information to parents when so directed by the teacher.
. Assist teaching staff in assessing programs and materials to meet the needs of the children; collect, assemble and distribute learning materials, supplies, equipment and other resource materials; order instructional material and aids when necessary.
. Attend and participate in staff meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge.
. Establish rapport with students; help build confidence, self-esteem and responsible behavior in students through one to one and/or small group interaction.
. Provide information to students about school, District and ROP (Regional Occupational Program) vocational programs.
. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
. Basic subjects taught in schools.
. English usage, spelling, grammar and punctuation.
. Basic clerical procedures.
. Simple record keeping procedures.
. General methods of education and tutoring.
. General needs, learning styles and behavior of students.
. Basic child development theory and principles.
. Basic techniques to motivate students and manage student behavior.
. Safe work practices.
. Reading, language development, and mathematics equivalent to high school competencies.
Skill to:
- Learn to operate equipment used as educational aids.
- Operate office equipment.

Ability to:
- Learn the procedures and functions necessary to perform assigned duties.
- Learn instructional terminology, program philosophies, concepts, materials, methods and procedures.
- Learn child guidance principles and practices.
- Learn career/vocational programs for secondary school aged students.
- Learn principles, uses and operational characteristics of software programs used for vocational and college planning.
- Effectively direct the work of individual students and groups of students.
- Recognize potential of students and encourage their participation in educational programs and activities.
- Assist with the instructional and related activities of the assigned learning environment.
- Support the assigned teacher’s style of classroom management.
- Supervise and discipline students according to approved policies and procedures.
- Read, write and understand the English language.
- Perform clerical duties, including filing and duplicating.
- Maintain accurate records.
- Maintain confidentiality of student and school information.
- Demonstrate an understanding, patient and receptive attitude toward children.
- Interact effectively and sensitively with individuals from diverse backgrounds.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:
- Some experience working in an organized education or child care setting.

Training:
- Equivalent to the completion of the twelfth grade. Supplemental specialized training in child development, education or a related field is desirable.

Special Requirements:
Essential duties require the following physical skills and work environment:
- Ability to work in a standard and vocational education classroom environment.
- Passing the District competency test for Instructional Assistants.

PC - March, 1998