

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; and maintains the Career Lab.

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 individuals in vocational education, conduct lessons and other classroom activities, prepare for and assist with various vocational projects on and off campus.
- 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.
- Oversee and maintain Career Lab, providing access to technology as was as current resources for vocational and college planning; provide teachers with current and relevant materials (i.e. flyers and vocational materials from local transition support agencies) for vocational and transition planning.
- Set up work areas, displays and games; operate audiovisual equipment and educational training equipment; distribute and collect papers and supplies; prepare bulletin boards and decorate Career Lab; maintain a neat, orderly and attractive learning environment.
- Under direction from teacher communicate all matters of importance to teachers and specialists; as well other campus staff; communicate with parents regarding vocational plans and applications as well as student needs; performance and behavior.
- Under the direction of a teacher assess programs and materials to meet the needs of students; collect, assemble and distribute learning materials, supplies, equipment and other resource materials; order various reward incentives and instruction materials 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 Community 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;
- Knowledge of Google Suites and/or similar software

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;
- Ability to access database systems;
- Maintain accurate records;
- Maintain confidentiality of student and school information;
- Demonstrate an understanding, patient and receptive attitude toward students;
- 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, EDUCATION, 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

- Must pass the competency exam as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Pass the District Competency Test for Instructional Assistants/Paraprofessionals.
- May require current First Aid and CPR certification.

PHYSICAL DEMANDS

- Please refer to the Job Analysis for Instructional Paraprofessionals.