



LAKE TAHOE UNIFIED SCHOOL DISTRICT CLASSIFIED EMPLOYMENT OPPORTUNITY

August 7, 2019

POSITION: **ANTICIPATED INSTRUCTIONAL ASSISTANT**

Bijou Community School

SCHOOL YEAR: **2019-2020**

HOURLY RATE: **Range 5: \$14.65/hr. - \$18.69/hr. (Current Employees ONLY)**
(Base hourly rate not including longevity)

Range 5: \$14.65/hr. - \$16.16/hr. (New Hires ONLY)

HOURS &

WORK WEEK: **5.75 hrs./day (Monday - Friday)**

DUTY DAYS: **180/yr. (depending on start date)**

BASIC FUNCTION:

Lake Tahoe Unified School District is searching for an Instructional Assistant to support our schools Science program while additionally providing support to the teachers and elementary school students in the STEAM lab and greenhouse.

REPRESENTATIVE DUTIES:

- Assist in the instruction of individuals or groups of students; reinforce instruction as directed by the teacher.
- Sets up laboratory and greenhouse for science demonstrations and exercises.
- Taking stewardship of the STEAM lab and greenhouse, plants and environment by making a commitment to the sustainability and well-being of the project and the people involved.
- Assist in the administration and scoring of tests and pupil work; assemble student lesson packets; prepare, copy and distributes lab materials and visual aids.
- Monitor and control student behavior in the classroom or science lab, on the playground and during lunch; assure health and safety regulations are observed.
- Assist in monitoring and reporting student progress and performance.
- Assist in recording grades and taking roll; orders lab supplies and equipment.
- Maintain learning environment in a safe, orderly and clean manner; assist in preparing exhibits, displays and bulletin boards.
- Perform assigned clerical duties in support of lab and greenhouse activities
- Assure the health and safety of students by following established health and safety practices and regulations.
- Research, collect, assemble, catalog and distribute resource materials as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Child guidance principles and practices.
- Safe practices in classroom and playground activities.
- Basic subjects taught in District schools including arithmetic, science, reading, writing, grammar, and spelling.
- Basic instructional methods and techniques.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic record-keeping techniques.

ABILITY TO:

- Assist in instructional and other tasks in support of the instructional program.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Reinforce instruction to individual or small groups as directed by the teacher.
- Assist in the preparation of instructional materials and provide routine clerical support.
- Learn and apply school policies, methods, practices and terminology used in instruction.
- Establish and maintain cooperative and effective working relationships with adults and children.
- Read books to students and assist with reading and writing activities as assigned.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Operate standard office and classroom equipment.
- Observe health and safety regulations.
- Maintain records and files.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

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

EDUCATION AND EXPERIENCE:

- High School Diploma REQUIRED.
- A qualifying AA and/or BA, 48 college units, OR successful completion of a Paraprofessional Skills Test.

APPLICATION PROCEDURE (CURRENT EMPLOYEES ONLY):

Please submit an application packet to Dana Lincoln/Human Resources Department to include:

EDJOIN CLASSIFIED APPLICATION – www.edjoin.org

LETTER OF INTEREST elaborating on training, goals, and relevant experience. Please include detailed information regarding your technology experience and skills related to the requirements listed above.

**A hard copy of the In-District application is available at the Education Center.*

APPLICATION PROCEDURE (CANDIDATES NOT CURRENTLY EMPLOYED BY LAKE TAHOE UNIFIED SCHOOL DISTRICT IN A PERMANENT POSITION):

Please submit an application packet to Dana Lincoln/Human Resources Department to include:

EDJOIN CLASSIFIED APPLICATION – www.edjoin.org

LETTER OF INTEREST elaborating on training, goals, and relevant experience. Please include detailed information regarding your technology experience and skills related to the requirements listed above.

RESUME

MINIMUM OF 3 LETTERS OF RECOMMENDATION

PLEASE SCAN AND UPLOAD LETTERS THAT ARE SIGNED AND DATED! LETTERS THAT ARE NOT SIGNED OR DATED WILL NOT BE CONSIDERED AND MAY RESULT IN AN INCOMPLETE APPLICATION PACKET.

Questions regarding this position may be directed to: Dana Lincoln, (530) 541-2850 ext. 1041 or dlincoln@ltusd.org

DEADLINE FOR APPLICATION OPEN UNTIL FILLED.

Lake Tahoe Unified School District is an Equal Opportunity/Affirmative Action/ADA Employer