



FPCharter

Family • School • Community

PO Box 490, Santa Maria, CA 93456 • (805) 348 3333 • fax (805) 348 3334 • www.FPCharter.org

Job Description
Instructional Assistant

SALARY:
\$15.61 per hour

EXAMINATIONS:

The qualifying examination will consist of an oral examination (weighted 100%). Candidates evidencing the strongest background in relation to the responsibilities of the position will be invited to participate in the examination process. If you have a disability which may require an accommodation in any of these selection procedures, you must notify Human Resources, in writing by the filing deadline date.

POSITIONS:

Assist in implementing instructional education programs for students as assigned to a program operated by a Teacher, Vocational Specialist, or other certificated employee. Provide instruction, as directed by the teacher or other certificated employee, to individuals or small groups in a variety of curriculum areas such as cognitive, gross and fine motor skills self-help skills and behavior control, music and art. Perform, clerical duties including maintaining records, student data sheets, student progress and medication records and assist the teacher in monitoring and reporting behavior and medical changes. Assist with implementation of instruction testing and parent communication. Assist teacher in maintaining health and safety of students by being aware of environment and the potential hazards of each student's actions. Assist the teacher according to established guidelines and procedures. Perform a variety of custodial duties to maintain facility in a clean and sanitary manner which may include cleaning and sanitizing, toys, surfaces and other equipment; may sweep and mop floors. Attend meetings to discuss changes in classroom structure and individual students and attend in-service meetings as assigned during regularly scheduled hours. Assist teacher in maintaining a variety of records. Set up and operate equipment used in the facility and by the students. Assist the

teacher in locating and instructing curricular experiences outside the classroom environment; may accompany student on field trips and supervise their behavior under the teacher's direction. May supervise students during playground activities and lunch. Maintain instructional area in neat and orderly fashion. Set up work areas as directed by the teacher. Prepare, maintain, set up and take down instructional materials and bulletin boards as directed by the teacher. Perform other job-related duties as assigned.

QUALIFICATION:

Education and Experience:

Graduation from high school and six months experience working with children.

Ability to: Quickly acquire knowledge of the goals and objectives of the FPCS Program. Effectively assist teacher in responding to students medical emergency and behavior problems. Assist teacher in implementing lesson plans and presenting instruction in assigned areas. Prepare instructional materials as directed by the teacher. Understand and follow oral and written directions. Work cooperatively with others and independently as needed. Plan and organize assigned work. Meet schedules and time lines.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class may be required, depending upon assignment, to possess a valid California driver's license and insurance coverage required by law and FP Charter School. Working Conditions: Classroom, school and community environment serving students with and without disabilities.