

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-ADULT EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical and instructional assistance duties in support of an adult education program.

REPRESENTATIVE DUTIES:

Perform a variety of clerical duties in support of the adult education program including maintaining records and files, copying, sorting and collating various materials, grading tests and collecting and sorting registration materials.

Oversee and monitor students' drill, practice and research; provide assistance and instruction to students in the operation of business machines and data entry equipment.

Answer telephones; answer questions and provide information concerning the adult education program and related facilities; schedule counseling appointments.

Check a variety of instructional materials in and out to students including books, stop watches, cassettes, diskettes, tapes and records.

Set up and maintain supplies and materials for student use; maintain supplies and equipment in a neat and orderly condition; order supplies and materials as needed.

Type a variety of materials such as reports and lists as required.

Operate a variety of office equipment and machines including typewriter, adding machine and copier.

May operate computer and/or word processing hardware.

Assist in maintaining room in a neat and orderly condition.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General needs and behavior of adult students.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Classroom procedures and conduct.

ABILITY TO:

Provide instructional assistance and related activities in an adult education environment.
Perform clerical duties such as filing, duplications, typing and maintaining records.
Communicate effectively with adult students.
Learn the procedures, functions and limitations of assigned duties.
Understand and follow oral and written directions.
Learn and apply appropriate rules, regulations, policies and procedures.
Work cooperatively and effectively with others.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Operate standard office and classroom equipment.
Learn computer and/or word processing hardware.
Maintain records and files.
Enlist the support, interest and participation of students.
Add, subtract, multiply and divide quickly and accurately.
Type at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and previous experience working with adult students.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination.

WORKING CONDITIONS:

Adult education learning environment.