

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-AT RISK YOUTH

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher or specialist in providing instruction to individuals or small groups of students with moderate to severe behavioral conduct disorders; provide accurate accounting of student enrollment and attendance; communicate with staff, students and parents concerning student progress regarding behavior, performance and attendance; perform a variety of clerical duties as assigned.

REPRESENTATIVE DUTIES

Observe and control student behavior according to approved procedures and report student progress.

Assist instructional staff in supervising students inside and outside the classroom as assigned.

Tutor individuals or small groups of students, reinforcing instruction by teachers.

Confer with teachers concerning programs and materials to meet student needs.

Assist the assigned supervisor with student enrollment and maintain accurate records of student attendance.

Assist students by providing emotional support and general guidance in the school setting.

Assist certificated staff to protect the health and safety of students by following health and safety practices and procedures.

Compile and account for daily attendance and truancy of students; process and verify student absence information from parents.

Provide attendance information to staff, parents and authorities as requested; receive and relay messages to students and parents as necessary; make and receive phone calls.

Communicate with students and parents regarding attendance and related issues.

Prepare and maintain records and files regarding students.

May administer and score a variety of tests.

Perform clerical duties such as ordering supplies, preparing instructional materials,, scoring papers, recording grades, maintaining records and files and typing and duplicating classroom materials as needed.

Assist teacher with setting up work areas, displays and exhibits and operating audio-visual equipment.

Participate in meetings and in-service training programs as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to students with behavioral problems.

Basic subjects taught in the district's schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal relations skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

Telephone techniques and etiquette.

Applicable sections of State Education Code and other applicable laws.

ABILITY TO:

Assist with the instructional and related activities of a learning environment for students with moderate to severe behavioral problems.

Demonstrate an understanding, patient and receptive attitude toward students with moderate to severe behavioral problems.

Learn methods, procedures, policies and terminology used in accounting for student attendance and enrollment.

Meet schedules and timelines.

Perform clerical duties such as filing, duplicating and maintaining records.

Print and write legibly.

Learn the procedures, functions and limitations of assigned duties.

Maintain records and files.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing with students and adults.

Learn and follow rules, regulations, policies and procedures.

Work cooperatively and effectively with others.

Work confidentially with discretion.

Supervise and discipline students according to approved policies and procedures.
Operate and variety of instructional and office equipment including computers,
typewriters and duplicating machines.
Enlist the support, interest and participation of students.
Work independently with little direction.
Provide instruction and discipline to students according to approved District policies and
procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school and two years experience
working with school age children in an organized setting and one year clerical
experience, preferably in a school setting.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination is required.

WORKING CONDITIONS:

Learning environment for students with behavior problems; subject to bending, lifting
and restraining children as needed to prevent them from harming themselves; subject to
exposure to communicable disease.

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