

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-RESOURCE LAB

BASIC FUNCTION:

Under the direction of the Principal, perform a variety of support duties to assist the Resource Teacher; organize, circulate, process and maintain laboratory materials and equipment; perform clerical duties as assigned.

REPRESENTATIVE DUTIES:

Assist the Resource Teacher in the preparation, maintenance and distribution of teaching and learning materials and equipment in a resource laboratory.

Receive new instructional materials; sort, stamp, catalog, label and attach book pocket and identification card to materials and shelve as appropriate.

Fill orders from teachers for a variety of laboratory materials such as books, worksheets, games, tests and others; count, assemble, collate and distribute materials as assigned.

Review and replenish materials returned to the Resource Lab; replace used portions and repair damaged materials; assure that packets, folders and other materials are complete and ready for use.

Assist teachers and aides in locating materials and maintain accurate records of lab materials checked out and returned.

Administer, mark and score a variety of tests according to established procedures; record results and monitor progress.

Maintain current records related to laboratory inventory and student test scores and profiles.

Perform a variety of clerical support duties such as typing, filing and duplications; operate standard business and classroom machines and equipment.

Maintain the Resource Lab in a neat and orderly condition; order supplies as needed.

Provide instructional reinforcement to individuals or small groups, and in testing newly enrolled students to determine proficiency in math, reading and language skills.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Materials and methods commonly used in a Resource Laboratory.

Child guidance principles and practices.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

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

Reading and writing communication skills.

Interpersonal relations skills using tact, patience and courtesy.

Record-keeping techniques.

Operation of standard business and instructional machines and equipment.

ABILITY TO:

Prepare, duplicate, circulate and maintain Resource Lab materials.

Provide instructional assistance to students as prescribed by Resource Teacher.

Learn the procedures, functions and limitations of assigned duties.

Assist with the instructional and related activities of the Resource Laboratory environment.

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

Print and write legibly.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Communicate effectively with children and adults.

Read, learn and follow rules, regulations, policies and procedures.

Work cooperatively and effectively with others.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Supervise and discipline students according to approved policies and procedures.

Operate instructional and office equipment.

Enlist the support, interest and participation of students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience working with school age children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination.

WORKING CONDITIONS:

Resource Laboratory environment; subject to lifting boxes of materials and pushing or delivering equipment and materials to classrooms. Exposure to communicable diseases.