



LAKE TAHOE UNIFIED SCHOOL DISTRICT CLASSIFIED EMPLOYMENT OPPORTUNITY

May 11, 2017

POSITION: **INSTRUCTIONAL ASSISTANT – BILINGUAL PREFERRED**

Tahoe Valley Elementary

SCHOOL YEAR: **2016-2017**

HOURLY RATE: **Range 5: \$13.76/hr. - \$17.56/hr. (Current Employees ONLY)**
(Base hourly rate not including longevity)

Range 5: \$13.76/hr. - \$15.17/hr. (New Hires ONLY)

HOURS &

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

DUTY DAYS: **180/yr.**

REPRESENTATIVE DUTIES:

- Assist in the instruction of individual or groups of students; reinforce instruction as directed by the teacher; communicate with students in English and in a designated second language to facilitate the learning process.
- Assist in the administration and scoring of tests and pupil work; assemble student lesson packets; prepare, copy and distribute classroom materials and visual aids.
- Monitor and control student behavior in the classroom, on the playground and during lunch; assure health and safety regulations are observed.
- Assist in student activities such as drills; practices and exercises; utilize flash cards, phonics and other materials; monitor and report student progress and performance; assist in determining English proficiency of identified students as directed.
- Assist in recording grades and taking roll; distributes and account for textbooks, equipment and other instructional materials.
- Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; assist students with writing exercises and assignments.
- Provide oral and written translation in parent-teacher conferences or telephone calls with limited or non-English speaking parents; translate notes, letters and other materials as needed.
- Set up and operate audio-visual equipment; operate a variety of classroom and office equipment including a calculator, typewriter, laminator, copier, paper cutter and computer.
- 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 classroom activities such as answering phones and maintaining records, logs, student folders and files as required.
- Assure the health and safety of students by following established health and safety practices and regulations.
- Monitor after school detention activities; log student attendance and report behavior to teachers as assigned.
- Research, collect, assemble, catalog and distribute resource materials as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Correct oral and written usage of English and a designated second language.
- Child guidance principles and practices.
- Safe practices in classroom and playground activities.
- Basic subjects taught in District schools including arithmetic, 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 of limited or non-English speaking students as directed by the teacher.
- Read, write, translate and interpret English as a designated second language.
- 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@ltsd.org

DEADLINE FOR APPLICATION: May 25, 2017 – 5:00 pm OR UNTIL FILLED.

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