

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT - ADULT EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of instructional assistance and clerical duties in support of the adult school program; perform a variety of duties in a specialized instructional area such as business education, ESL, food preparation, reading and learning laboratories or other specialty field.

REPRESENTATIVE DUTIES:

Provide instructional assistance to students, faculty and staff in a specialized subject area of the adult school program; assist in an instructional laboratory, ESL, business education, food preparation or other assigned area. **E**

Tutor students individually or in small groups, reinforcing or following up on instructions provided by the instructor; explain concepts, principles and vocabulary to students. **E**

Perform a variety of clerical and record-keeping duties such as taking attendance, completing forms and applications, correcting papers and recording test scores and grades. **E**

Operate specialized equipment typically utilized in the field of specialty; demonstrate and assist students in operating equipment. **E**

Set up and arrange supplies and equipment for student use; prepare labels, charts, bulletin boards and displays as instructed. **E**

Administer tests to students; assist in testing students and in scoring tests; assist in placing students into classes according to the level of the student's abilities; monitor and record student progress. **E**

Demonstrate use of teaching aids to students; prepare instructional aids such as tapes, worksheets and displays. **E**

Operate a variety of office equipment including typewriter, copier and calculator; operate audio-visual equipment; maintain inventories of instructional materials and books; check materials in and out to students; shelve books and instructional materials as necessary. **E**

Assist in maintaining the learning environment in a clean and orderly condition.

Accompany or direct student group activities as requested.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Basic knowledge of specific subject matter to which assigned.

Basic arithmetic.

Modern office practices, procedures and equipment.

General needs and behavior of students of various ethnic, racial and cultural backgrounds.

Record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Assist adult education students in understanding and applying basic principles of the subject area to which assigned.

Assist with instruction and related activities in a classroom or assigned learning environment.

Tutor students individually and in small groups.

Speak English clearly and distinctly.

Make basic arithmetic calculations.
Understand and follow oral and written directions.
Operate standard office equipment and specialized equipment applicable to the subject area.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient education to demonstrate the knowledge and abilities listed above and one year of training or experience in the applicable subject area.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment; subject to constant interruptions.

PHYSICAL ABILITIES:

Bending, pushing, moving, and lifting objects weighing up to 50 pounds. Dexterity of hands and fingers to operate a variety of standard office equipment, seeing to monitor student behavior during classroom activities, hearing and speaking to exchange information related to classroom assignments, bending at the waist, kneeling, and standing for extended periods of time.