

WINSHIP-ROBBINS ELEMENTARY SCHOOL DISTRICT

17451 Pepper Street
Robbins, CA 95676
(530) 738-4386

**REGULAR EDUCATION INSTRUCTIONAL
ASSISTANT**

JOB PROFILE: variable number of hours per day; days per week and contract days; traditional calendar

SALARY: placement on salary schedule is based on years of experience

MAJOR DUTIES AND RESPONSIBILITIES:

- Working collaboratively with the school district administration and teaching staff
- Assisting in the preparation and delivery of instructional materials under the immediate direction of a classroom teacher
- Assisting and tutoring student individually and in small groups
- Operating audiovisual equipment, computer equipment, and office machines
- Organizing reference and resource materials as well as library books
- Making effective use of curriculum materials, instructional supplies, equipment, building facilities, and school grounds
- Following established procedures for school disaster plans and fire drills
- Supervising students in and out of classroom activities during assigned work time, and accepting responsibility for maintaining behavior standards school wide
- Assisting teachers in supervision at assemblies, on field trips, and in lunch and play areas
- Participating in and supporting activities that are conducive to staff rapport and morale as well as positive school-community relationships
- Administering 1st aid to students in the event of an emergency
- Other duties as assigned

QUALIFICATIONS:

- Must have completed one of the following at the time of hiring: An associate's degree (or higher); or, 48 semester units of college-level courses; or passing score on the paraprofessional exam administered by the Sutter County Superintendent of Schools Office. (Proficiency exams are given approximately every two weeks and there is a \$10.00 non-refundable fee, payable by the candidate.)
- The submission of these documents is required for this position:
 - Certificate Copy (Para-Exam Certificate or Degree)
OR Copy of Transcript
 - TB Screening Result (within 4 years)
 - Pass FBI and DOJ records check
- Sufficient vision to read printed materials; sufficient hearing to conduct in-person and telephone conversations; sufficient mobility to enter and leave public buildings; ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance or on the telephone and to address groups; sufficient physical and emotional stamina to perform the duties and responsibilities

August 2011/March 2012