



SAN DIEGO COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: **Independent Study Assistant**

DEFINITION:

Under the general supervision of a school administrator, assists in providing clerical and instructional support to teachers and students in independent study instructional settings; provides instructional support to individual or small groups of students in assigned subject-matter areas to reinforce assigned lessons; assist teachers in the supervision of individual or groups of students and perform a variety of related duties in the maintenance of an effective learning environment.

SUPERVISION RECEIVED/EXERCISED: This job class receives general and formal supervision from the assigned school administrator and may also receive direction from other assigned site personnel e.g., teacher(s) or other school personnel within a framework of standard policies and procedures. This job class provides responsible instructional assistance to assigned teachers/students in implementing educational and social objectives.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Under the direction of the teacher, counselor or other certificated personnel assists in the implementation of students' individual learning contract and behavior management programs/plans; tutors individual and small groups of students in various subject areas to reinforce learning, improve skill levels and assist students in completing assignments.

Assists in supervising students to maintain an effective learning environment.

Explains independent study procedures to students, parents and the public; answers questions about enrollment in independent study; explain master agreements and individual course contracts to students, parents, and the public.

Assists in maintaining student records.

Verifies pupil absence and attendance data.

Assists in preparing reports for pupil attendance accounting.

Assists students in locating and using educational materials and equipment, such as computers.

Shares responsibility during the school day for supervision of all students in all areas of the school including restrooms, school campus, and bus stops.

Utilizes appropriate conflict prevention and resolution strategies with students.

Sets up bulletin board and other classroom displays.

Operates audiovisual and other multimedia equipment.

Administers tests to students and posts test results.

Orders instructional supplies.

Supervises and performs clean-up activities.

Schedules parent/teacher conferences.
Participates in staff development activities as directed

NON-ESSENTIAL FUNCTIONS:

Performs related duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General high school academic subject areas (math, science, and English)

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

Effective recordkeeping methods and techniques.

The operation of audiovisual and multimedia equipment.

Instructional/tutorial procedures and practices.

ABILITY TO:

Assist in the instruction of a variety of academic subjects including reading, writing and mathematics.

Understand and carry out oral and written instructions.

Understand and related to the needs of students experiencing difficult circumstances.

Model communication and interaction that respects all individuals, their language, culture abilities.

Effectively supervise students.

Operate standard office/classroom equipment including desktop computers, audiovisual equipment, and a variety of portable technology devices.

Establish and maintain cooperative and effective working relationships with individuals contacted in the performance of assigned duties.

Establish and maintain rapport with all youth including difficult, troubled, and resistant youth

Communicate effectively orally and in writing.

Tutor individual students and small groups

Effectively utilize problem-solving and conflict-resolution skills

Learn to operate computers and software associated with the instructional program

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

Ability to speak, read, and write a second language other than English as required for positions designated by the County Office of Education.

EDUCATION AND EXPERIENCE:

Possession of a high school diploma or equivalent. Completion of at least 48 semester earned at an accredited college or university or an Associate of Arts degree, including college-level course work in general academic subject areas such as math, science, and English. Must meet the paraprofessional requirements of the NCLB Act, which can be satisfied by one of the following:

- Completion of at least 48 semester units at an institution of higher education;
- Obtained an associate’s (or higher) degree;
- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading (or readiness), writing (or readiness), and mathematics (or readiness).

Once year of experience (paid or volunteer) working with youth in an organized setting, ideally with at-risk youth.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

A valid California driver’s license may be required for some assignments.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Duties are typically performed in a school setting; some positions may require travel between school sites; some positions may require be assigned to juvenile detention facilities requiring additional security clearance.

Must be able to hear and speak to exchange information both in person and on the telephone; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Job Code	Salary Grade
06/2015	June 10, 2015		Non-Exempt		34