

Range	28
Hours/day	4,8
Hours/week	13,20,40
Months	9,5,10,12

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Instructional Paraprofessional

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist certificated staff by performing a variety of responsible and technical paraprofessional support functions involved in the instruction and training of Shasta College students in assigned subject area(s); to ensure that assigned classrooms, labs, and other instructional areas are set up for daily instructional purposes; to prepare teaching aids, materials, and demonstrations in support of instructional objectives; and to provide responsible record keeping and clerical support functions as assigned. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification may train, supervise, and oversee the work of student assistants or volunteers. This job class serves as a teaching paraprofessional in support of assigned certificated staff and requires a high degree of practical knowledge and skill in those subject areas to which assigned

SUPERVISOR: Assigned Division Director

TYPICAL DUTIES

- Assists certificated staff in the instruction and training of students in assigned subject areas.
- Assists students in small groups or one on one in classroom, lab, music rehearsal, theater production, and other instructional areas as assigned.
- Instructs, guides, and/or rehearses with students in the performance of classroom, lab, and other instructional activities in conjunction with lesson plans and objectives implemented by assigned instructors
- Develops and implements instructional strategies and methods designed to reinforce concepts and materials presented by certificated staff
- Demonstrates classroom methods, concepts, techniques, and equipment in support of instructional objectives
- Prepares various teaching aids and materials for instructional purposes
- Supervises students in classroom, lab, and other instructional activities; enforces classroom, lab, and or safety standards

TYPICAL DUTIES (cont):

- Administers and scores diagnostic tests to identify student academic strengths and weaknesses
- Operates various instructional and lab equipment, machines, and instruments and ensures that such equipment is maintained in proper operational condition.
- Sets up and prepares assigned classrooms, labs, and assigned instructional areas for daily operation ensuring that needed materials, supplies, and equipment are available
- Exercises responsibility for opening and closing of assigned classrooms, labs, and instructional areas and ensures the security of equipment, supplies, and materials
- May maintain and oversee the operations of an instructional resource library; locates and circulates materials and equipment to students, instructors, and the public and ensures their return or follow up on lost or unreturned materials.
- May clean, repair, overhaul, maintain, and service assigned classroom, lab, and instructional tools, instruments, and equipment related to assigned instructional areas.
- Maintains and monitors inventory levels of instructional/lab supplies, parts, tools, equipment, and other materials and maintains their proper storage, security, and distribution
- Establishes and maintains accurate records, files, and other information related to assigned instructional activities
- May assist with the tracking and monitoring of designated budget expenditures and may collect and account for monies received or instructional supplies/ materials
- coordinates and participates in campus activities, programs, performances, concerts, and exhibitions related to assigned areas of instructional support; may assist in theater production activities
- May train, monitor, supervise, and oversee the work of student assistants or volunteers
- Provides office support and clerical assistance as required to include typing, filing, record keeping, and report preparation
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practice, and applications of subject matter or disciplines to which assigned
- Principles, methods, and procedures of instructing and providing learning opportunities to assigned students
- Test administration and scoring techniques related to subject matter areas of disciplines to which assigned
- Record keeping methods and techniques

Ability to:

- Learn district policies and procedures as applied to assigned instructional areas
- Perform a variety of instructional assistance and support functions within specific subject matter areas of disciplines
- Enforce established safety rules, regulations, and procedures
- Prepare, operate, maintain, and demonstrate classroom and laboratory equipment and materials related to assigned subject area(s)
- Prepare and maintain accurate and up to date records, files, and other documentation
- Communicate effectively in both oral and written forms
- Quickly identify problem areas and situations, isolate problem causes, and take appropriate action to resolve problems identified
- Understand the needs of assigned students and to effectively relate to these needs in a learning environment
- Understand and carry out written and oral instructions independently
- Perform arithmetical calculations quickly and accurately
- Organize and prioritize own work so as to meet established time lines
- Train and oversee the work of student assistants as assigned
- Establish and maintain effective work relationships with those contacted in the performance of required duties

Education/Experience:

- Minimum of two years of experience in related area of assignment

- B.A. or A.A. Degree or equivalent combination of education and experience in appropriate area depending on assignment.