

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Instructional Specialist

DESCRIPTION OF BASIC RESPONSIBILITIES

To assist Teachers with small and large group instruction, routine clerical recordkeeping, maintenance of classroom materials, and in the overall guidance and supervision of students including curricular and extra-curricular activities.

SUPERVISOR: Site Administrator

ESSENTIAL FUNCTIONS:

1. Assists special education and general education teachers with planning and implementing programs individualized for students.
2. Assists students with skill development and learning strategies to evaluate and complete assigned activities.
3. Assists students with reading, spelling, mathematics, and other subjects according to instructions and guidance from teachers.
4. Works with individual students, groups, and/or an entire class in presenting instructional materials.
5. Administers and scores curriculum unit tests.
6. Informs teacher of student progress and/or behavior and other significant data.
7. Compiles routine instructional materials, such as worksheets and vocabulary lists.
8. Performs a variety of routine clerical and recordkeeping activities such as, but not limited to, filing, taking roll, filling out forms and applications, correcting papers, recording scores and tests, and preparing memoranda, forms, and worksheets and print orders.
9. Compiles lists and reports from available data.
10. Assists in supervising the activities of students in the classroom, on field trips, and in school/class activities.
11. Utilizes initiative and problem solving skills in dealing with student's behavior according to specific site/classroom guidelines.
12. Sets up and arranges supplies and equipment for student use.
13. Operates standard office equipment such as typewriter, photocopier, and computer.
14. Operates audio-visual equipment.
15. Records, dispenses, and shelves books and instructional materials.
16. May participate in parent-teacher conferences, IEP meetings and other meetings as requested.
17. May participate in the development of intervention plans and program policy development.
18. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- data record keeping;
- proper English usage, grammar, vocabulary, spelling and punctuation;
- child development levels and general behavior of students;
- behavior modification techniques;
- pertinent academic areas and learning situations.

Ability to:

- demonstrate proficiency in reading, writing, and mathematical skills;
- understand and relate to students with behavioral, learning, or physical disabilities;
- supervise students with special needs;
- read and understand instructional manuals and guides;
- follow oral and written instructions with a minimum of direction;
- work independently and make minor decisions within the framework of established guidelines.
- adapt to individual needs of teachers and students;
- work with interruptions;
- work harmoniously with students and staff;
- understand and maintain confidentiality;
- meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- communicate effectively in both oral and written form;
- establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent;
- Training in child development, child psychology, or behavior modification desirable;
- Experience working with groups of children;
- First Aid Certificate including CPR training;
- TB test clearance.
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in-person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office equipment and media equipment.
5. Sufficient mobility and strength to fulfill essential functions.
6. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.