

Position: After School Instruction Specialist	Salary Range: 114
Department/Site: School Site	FLSA: non-exempt
Reports to/Evaluated by: Principal	Revised By PC Commission: 2/27/2018

Summary

Performs and coordinates a variety of activities to support administration/teacher(s) of after school instructional support programs and provides training and oversight to subject matter Instructional Assistants. Assists in development and application of activities and materials to enhance the student learning experiences.

Distinguishing Career Features

The After School Instruction Specialist coordinates and facilitates after school program activities a senior-level instructional support role. The position requires sufficient competency in subject matter support to provide orientation and oversight to other instructional assistants and subject matter tutors.

Essential Duties and Responsibilities

- Works on an in-depth basis with small peer groups and/or individual students on special subjects, exercises, and activities that support curriculum.
- Prepares and may develop age-grade appropriate instructional aids and exercises to support the curriculum being taught. Develops and applies alternative lessons and learning strategies for maximizing learning experiences.
- May assist special program administrators and/or teaching staff with preparation and presentation of in-service training sessions.
- Confers with teachers, specialists and parents to develop and evaluate individual and group educational goals and objectives. Assists with implementation of special programs.
- Administers assessment instruments (spelling tests, etc.), scores objective tests, and written papers, and keeps appropriate records for teachers, including those on computerized student information and grading systems.
- Arranges for and supervises recreational activities appropriate for all students. Activities may include those occurring at the site, or may involve authorized field trips.
- Assists in training Instructional Assistants and tutors to administer learning exercises, tutor in selected subjects, and record attendance and achievement. Provides input regarding performance and abilities of other instructional assistants and tutors.
- Schedules Instructional Assistants and tutors based on estimates of student participation in the after school program. Creates schedules for activities and lesson plans for Instructional Assistants and Tutors.
- Monitors classroom/learning center activities when a teacher is absent from the classroom. Observes, monitors, and controls behavior of students within approved procedures.
- Develops and uses incentives as positive reinforcement. Assesses the need for, and uses appropriate discipline in accordance with grade level.

- Reports student academic and behavior progress and performance to teachers. Assists students with assigned homework and documents student homework activity progress.
- Ensures the health and safety of students following positive health and safety practices and procedures. Provides basic first aid and comfort to students as needed.
- Confers, as needed, with teachers and other school personnel concerning programs, activities and materials to meet student needs and interests. Alerts teachers to any special problems or information concerning students.
- Performs clerical and technical duties associated with researching and ordering books, school supplies, and recreational gear. Researches emerging trends in after school programs.
- Sets priorities and goals for the After School Programs
- Manages the basic After School Program Budget, and seeks Supervisory assistance when necessary.
- Coordinates parent and community volunteers, and outside vendors and groups participating in the After School Programs.
- May make field trip arrangements.
- May initiate or otherwise arrange for substitute Instructional Assistants in order to meet staffing requirements.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires working knowledge of the principles and practices of age appropriate child development and guidance applicable for an educational setting. Requires working knowledge of the subjects taught in the District schools, including science, math, writing, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies. Requires a basic knowledge of teaching and instruction methods. Requires knowledge of basic clerical and student record keeping processes. Requires knowledge of and skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications. Requires well-developed human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise patience when conveying information to students having difficulty with subject matter and writing, and demonstrate sensitivity to the needs of students. May require competency in a second language.

▪ Abilities

Requires the ability to assist teaching staff with organization and support of a learning-oriented program. Requires the ability to assess the learning needs of individual students and prepare or recommend instructional support techniques and materials to meet those needs. Requires the ability to train other instructional assistants and tutors, and match them to student needs. Requires the ability to interact with teachers, and parents in order to carry out assigned duties. Requires the ability to oversee students, administer assignments, and tests, and perform general clerical tasks. Requires the ability to facilitate problem solving processes with individuals, and small groups of students and assist with demonstrations of assigned subject matter. Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers. May require competency in a second language or basic competency in sign language.

- **Physical Abilities**

Requires the ability to perform indoors in an office and/or classroom/laboratory environment engaged in work of a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to small groups, and to hear sound prompts from equipment. Requires the ability to move about office, classroom/laboratory, school grounds, and on frequent public field trips to tutor, assist with activities, and reach work materials. Requires sufficient manual and finger dexterity to operate personal computers.

- **Education and Experience**

Any Combination Equivalent to: This position requires a high school diploma or equivalent, 48 semester units of college credit that are degree eligible, and two years of experience working with in a classroom environment containing students.

- **Licenses and Certificates**

May require a valid driver's license. May require a valid first aid card.

- **Working Conditions**

Work is performed indoors and outdoors with minimal health and safety considerations.