



## LAKE TAHOE UNIFIED SCHOOL DISTRICT CLASSIFIED EMPLOYMENT OPPORTUNITY

February 13, 2023

**POSITION:     Temporary- CTE TAHOE SCIENCE INSTRUCTIONAL ASSISTANT**

South Tahoe High School

**SCHOOL YEAR:**       **2022/2023**

**HOURLY RATE:**       **Range 6: \$17.12/hr - \$21.85/hr (Current Employees ONLY)**  
(Base hourly rate not including longevity)

**Range 6: \$17.12/hr - \$18.88/hr (New Hires ONLY)**

**HOURS**                 **5.75 hrs/day**

**WORK WEEK:**       **Monday - Friday**

**DUTY DAYS:**         **Dependent on hire date, position end date 06/22/2023**

**REPRESENTATIVE DUTIES:**

- Assist in the instruction of individual or groups of students; reinforce instruction as directed by the teacher.
- Assist in the administration and scoring of tests and pupil work; assemble student lesson packets; prepare, copy and distribute classroom materials and visual aids.
- Monitor and control student behavior in the classroom, on the playground and during lunch; assure health and safety regulations are observed.
- Assist in student activities such as drills; practices and exercises; utilize flash cards, phonics and other materials; monitor and report student progress and performance.
- Assist in recording grades and taking roll; distributes and account for textbooks, equipment and other instructional materials.
- Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; assist students with writing exercises and assignments.
- Set up and operate audio-visual equipment; operate a variety of classroom and office equipment including a calculator, typewriter, laminator, copier, paper cutter and computer.
- Maintain learning environment in a safe, orderly and clean manner; assist in preparing exhibits, displays and bulletin boards.
- Perform assigned clerical duties in support of classroom activities such as answering phones and maintaining records, logs, student folders and files as required.
- Assure the health and safety of students by following established health and safety practices and regulations.
- Monitor after school detention activities; log student attendance and report behavior to teachers as assigned.
- Research, collect, assemble, catalog and distribute resource materials as assigned.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Correct oral and written usage of English
- Child guidance principles and practices.
- Safe practices in classroom and playground activities.
- Basic subjects taught in District schools including arithmetic, reading, writing, grammar, and spelling.
- Basic instructional methods and techniques.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment.
- Oral and written communication skills.

- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic record-keeping techniques.

**ABILITY TO:**

- Assist in instructional and other tasks in support of the instructional program.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Reinforce instruction to individual or small groups as directed by the teacher.
- Assist in the preparation of instructional materials and provide routine clerical support.
- Learn and apply school policies, methods, practices and terminology used in instruction.
- Establish and maintain cooperative and effective working relationships with adults and children.
- Read books to students and assist with reading and writing activities as assigned.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Operate standard office and classroom equipment.
- Observe health and safety regulations.
- Maintain records and files.

**DESCRIPTION OF PHYSICAL REQUIREMENTS:**

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

**EDUCATION AND EXPERIENCE:**

- High School Diploma REQUIRED.
- A qualifying AA and/or BA, 48 college units, OR successful completion of a Paraprofessional Skills Test.

**APPLICATION PROCEDURE (CURRENT EMPLOYEES ONLY):**

Please submit an application packet to Karla Aguirre/Human Resources Department to include:

**EDJOIN CLASSIFIED APPLICATION – [www.edjoin.org](http://www.edjoin.org)**

**LETTER OF INTEREST** elaborating on training, goals, and relevant experience. Please include detailed information regarding your technology experience and skills related to the requirements listed above.

*\*A hard copy of the In-District application is available at the Education Center.*

**LIST OF REFERENCES-** Please provide 2 professional references and one current employment reference

**APPLICATION PROCEDURE (CANDIDATES NOT CURRENTLY EMPLOYED BY LAKE TAHOE UNIFIED SCHOOL DISTRICT IN A PERMANENT POSITION):**

Please submit an application packet to Karla Aguirre/Human Resources Department to include:

**EDJOIN CLASSIFIED APPLICATION – [www.edjoin.org](http://www.edjoin.org)**

**LETTER OF INTEREST** elaborating on training, goals, and relevant experience. Please include detailed information regarding your technology experience and skills related to the requirements listed above.

**RESUME**

**LIST OF REFERENCES-** Please provide 2 professional references and one current employment reference

Questions regarding this position may be directed to: Karla Aguirre, Human Resources Department at [kaguirre@ltusd.org](mailto:kaguirre@ltusd.org)

**DEADLINE FOR APPLICATION- OPEN UNTIL FILLED**

***Lake Tahoe Unified School District is an Equal Opportunity/Affirmative Action/ADA Employer***