

FOUNDATIONS PUBLIC SCHOOLS

INSTRUCTIONAL ASSISTANT JOB DESCRIPTION

Supervisor: Director

Rate of Pay: \$12.00 - \$15.00/hour, part-time (20-27.5 hours/week)

Essential Job Functions:

Education Program and Environment

- Under direction of class teacher or subject specialist, provide small group instruction in all subject areas as needed
- Proactively redirect students as needed
- Encourage student participation in class activities by offering one-on-one assistance
- Assist in presentation of lessons, as determined by class teacher
- Prepare, maintain and organize classroom materials for instructional activities
- Supervise students on the playground
- Implement classroom (and school) discipline and behavior management programs
- Resolve social disputes between students according to school discipline policy and Positive Discipline strategies
- Be available for phone conversations or conferences as needed
- Work with the class teacher and/or subject specialist to provide class notes or newsletter to families to keep parents informed of activities, events and class happenings
- Perform related duties as required – including clerical support
- Assist in maintaining a clean and tidy classroom
- Maintain confidentiality regarding all student or parent concerns
- Comply with all Special Education Regulations, the GVC Charter and policies adopted by the FPS Board

Assessment and Record Keeping

- Work with the class teacher and subject specialists on providing information for a written evaluation of each child at the end of the year
- Work with the class teacher to conduct state mandated tests and evaluation procedures as required
- Assist teacher in keeping appropriate records of each student's progress in basic skills as well as records on small group work

Collegial Atmosphere

- Willing to take direction and offer ideas in collaborative, open manner
- Work to create a cohesive educational program for the school
- Exhibit patience and flexibility
- Share knowledge and experience with other faculty members for the betterment of all

Professional Development

Attend training to:

- Provide individual and small group instruction
- Learn classroom management – including Virtues Project
- Identify and respond to pupil needs
- Build on the individual strengths of pupils
- Increase Mathematical and English Language Arts skills

Physical Demands

- Frequent: Sitting, walking, standing, conversing, listening, reading, writing, close visual work
- Occasional: Lifting and carrying
- Infrequent: Pushing and pulling

- Maximum Weights: Lift/carry 25 lbs

Minimum Qualifications:

- High school diploma or equivalent
- Prior experience with school age children
- Must pass assessment for reading, writing and mathematics abilities, or submit evidence of passing the CBEST
- Knowledge of Waldorf education desired
- Ability to:
 - Successfully and safely supervise and redirect students
 - Follow written and verbal directions
 - Take anecdotal records and perform assessments
 - Lead small group instruction
 - Adapt to changing situations
 - Enforce school rules and policies
 - Maintain confidentiality

How to apply:

1. Obtain an application, available in our office or by visiting www.foundationpublicschools.org
2. Complete application and attach the following documents:
 - Cover letter
 - Current resume
 - Copies of updated CA credentials (Certificated positions only)
3. Submit completed application (by the posting deadline, if applicable) in one of the following ways:
 - Scan and email all documents to HR@foundationpublicschools.org
 - Submit at Foundations Public Schools, 1149 E B St, Los Banos, CA 93635