



## PERSONNEL COMMISSION

**Class Code: 5217**  
**Salary Range: 20 (C1)**

### INSTRUCTIONAL ASSISTANT - ON CAMPUS SUSPENSION

#### JOB SUMMARY

Under general supervision, monitor and control the behavior of students assigned to an on campus suspension center; sign students in and out of the center and keep attendance records; serve as a role model and provide guidance to students regarding appropriate behaviors and importance of following school rules; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Monitor and control the behavior of students assigned to an on campus suspension center, after-school detention, Saturday school or similarly focused program in the absence of certificated staff. **E**
- Sign students in and out of the center and keep attendance records; distribute on campus suspension notification letters to parents; issue readmits; clear detentions in the student behavior management system. **E**
- Enter student suspension and attendance data into the student information system; make telephone calls or home visits regarding student attendance, behavior or related issues. **E**
- Serve as a role model and provide guidance to students regarding appropriate behaviors and importance of following school rules; observe and record information such as student behavior, attention to work and other significant student data. **E**
- Inform certificated staff of student behavior in the center; refer students to counseling or disciplinary staff as appropriate; prepare related reports; participate in parent/teacher conferences as requested. **E**
- Plan for the preparation and delivery of center materials including books, work packets and videos; confer with teachers regarding classroom assignments and textbooks; review student work assignments or tests. **E**
- Provide assistance to students individually or in groups, lead and facilitate group discussions, projects or related activities; distribute assignments and textbooks. **E**
- Take action to prevent unruly behavior and unsafe acts including intervening in disruptive or violent student behaviors; confiscate banned items from students; assist in monitoring students before school and during passing and nutrition periods. **E**
- Maintain work areas and suspension center in a secure, clean and orderly condition; lock and unlock gates and doors as needed. **E**

- Perform program support activities such as maintaining records and files, ordering supplies, preparing reports, collecting money, writing receipts, completing forms and distributing textbooks or other learning materials. ***E***
- Operate a variety of office equipment including a copier, telephone, laminator and a computer and assigned software; operate a two-way radio. ***E***
- Assist campus administration and public safety agencies during emergency situations such as lock downs or evacuations; administer first aid or necessary physical assistance to ill or distressed students. ***E***
- May participate in or conduct in-service training to other staff within subject matter area of expertise; may make presentations to groups such as parents or community assemblies to explain program goals, objectives or activities.
- Lead the activities of classroom support personnel including college aides, volunteers and student assistants as assigned.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

Instructional Assistants are programmatic in function rather than in a teacher-classroom orientation. The Instructional Assistant is an active, knowledgeable participant in the development of instructional activities and materials. They actively participate in the delivery of educational subject matter rather than the lesser included task of tutoring and drilling students which is more typical of the Instructional Aide classifications. Instructional Assistant-On Campus Suspension incumbents are assigned to an on campus suspension center working directly with students who may be hostile to supervision and argumentative regarding complying with school rules. Incumbents demonstrate strong leadership and student behavior control abilities independent of direct support of certificated teachers or administrators.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Classroom procedures and appropriate student conduct.

Child guidance principles and practices.

Appropriate methods and techniques in maintaining a disciplined environment.

General principles of child adolescent behavior and development.

Basic subjects taught in District schools including arithmetic, grammar, spelling, language and reading.

General instructional methods and techniques.

Diverse needs of individuals from varying socioeconomic and cultural backgrounds.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of standard office and classroom equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and filing techniques.

English usage, grammar and punctuation.  
Basic first aid.

**Ability to:**

Monitor and control the behavior of students assigned to an on campus suspension center.

Demonstrate strong leadership and student behavior control abilities independent of direct support of certificated teachers or administrators.

Serve as a role model and provide guidance to students regarding appropriate behaviors and importance of following school rules.

Demonstrate understanding and patience toward students.

Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Observe and record information such as student behavior, attention to work and other significant student data.

Provide assistance to students individually or in groups, lead and facilitate group discussions, projects or related activities.

Interpret, apply, and explain applicable laws, codes, rules and regulations.

Prepare and maintain a variety of records, reports and files.

Work independently with little direction.

Maintain confidentiality of sensitive and privileged information.

Communicate effectively both orally and in writing.

Operate a variety of office and classroom equipment including a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Administer first aid or necessary physical comfort to ill or distressed students.

**Education and Training:**

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level coursework relating to the activities of this classification, such as education, sociology, mental health, psychology or counseling.

**Experience:**

One year of experience working with students in a structured, educational environment. Experience working with at-risk students is highly desirable.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

**SPECIAL REQUIREMENTS**

Some positions in this classification may require the use of personal automobile and possession of a valid California Class C driver's license.

**WORKING ENVIRONMENT**

Classroom, learning center or playground environment.  
Occasional varied or weekend hours.  
Contact with dissatisfied or abusive individuals.  
Travel from school to school may be required for some positions.

**PHYSICAL DEMANDS**

Sitting or standing for extended periods of time.  
Seeing to read a variety of materials and monitor student behavior.  
Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate standard office and classroom equipment.  
Bending at the waist, kneeling or crouching to assist students.  
Loading, pushing and pulling textbooks on carts.  
Walking to monitor students.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.