



4111 Las Virgenes Road,
Calabasas, CA 91302
(818) 880-4000 • Fax (818) 880-4200
<http://lvusd.org>

Job Description: Instructional Assistant - Extended Learning

Under the direction of the site or District administrator, the Instructional Assistant - Extended Learning strives to contribute to the overall mission of the district to create an environment that both promotes academic excellence and provides an emotionally safe environment for our students. The Instructional Assistant - Extended Learning supports student learning and enrichment by working with individuals or a group of students in an extended learning program under the direction of the Instructional Specialist - Extended Learning and Coordinator - Extended Learning.

Major duties and responsibilities:

- Facilitates small group and individual instruction and enrichment to support a variety of subjects and learners
- Assists with the preparation and planning of instructional and enrichment activities for students incorporating developmentally appropriate curriculum
- Assists in maintaining a neat and orderly room environment
- Observes activities of children on the playground and assists the Instructional Specialist - Extended Learning and the Coordinator - Extended Learning in maintaining order
- Performs a variety of routine clerical and record-keeping activities
- Assists Instructional Specialist - Extended Learning and Coordinator - Extended Learning in greeting parents
- Runs on-campus school related errands
- Provides minor first aid in the absence of Instructional Specialist - Extended Learning or Coordinator - Extended Learning
- Assists children as needed
- Assists with homework
- Assists Instructional Specialist - Extended Learning with gathering anecdotal observations to support the development of the Program
- Assists in explaining school rules
- Establishes rapport with students in order to gain their trust and confidence, informs students of acceptable school behavior, encourages and promotes courtesy and positive problem-solving skills among students, observes that safety rules are followed
- Intervenes in situations likely to result in disruption or injury and directs students to refrain from such conduct
- Administers conflict management between students and reports behavior problems to Instructional Specialist - Extended Learning or Coordinator - Extended Learning

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Instructional Assistant - Extended Learning: Board Approved 12/10/24



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- Remains current of students' medical restrictions to ensure student safety
- Performs operational activities incidental to the operation of the program such as monitoring authorization of persons to sign-in and out students
- Assists students with following all health safety procedures
- Performs related duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of the general needs and behavior of children
- Knowledge of basic computer use
- Knowledge of organization and operation of after school education programs
- Knowledge of operation of a two-way radio
- Knowledge of oral and written communication skills
- Ability to learn the procedures, functions, and limitations of assigned duties
- Ability to perform routine clerical work
- Ability to establish and maintain effective, cooperative working relationships with adults and children
- Ability to observe situations and accurately determine an effective course of action
- Ability to understand and carry out oral and written instructions.

Supervision/Evaluation:

Under the supervision and direction of the site or District administrator.

Education and Experience Required:

- Graduation from high school or equivalent
- First Aid/CPR Certification (training will be provided upon hire).

Working Conditions:

- Regular/occasional contact with students, teachers, parents, staff, Board of Education members, community members and outside agency personnel
- Wear District provided identification or clothing as required
- Work environment-indoors and outdoors
- Possible confrontations
- Moderate to high noise levels.

Physical Abilities:

- Visual capability to read handwritten or typed documents and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)

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- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, and ladders
- Able to kneel or squat for extended periods of time
- Able to lift/carry up to 50 pounds
- Able to push and pull objects weighing up to 50 pounds
- Able to sustain strenuous manual labor for 4 hours with legal breaks
- Able to operate office machines and equipment in a safe and effective manner
- Hearing and speaking to exchange information
- Dexterity of hand and fingers to operate equipment, carrying, pushing or lifting supplies
- Visual capability to observe
- Able to move around school environment independently
- Able to exhibit full range of motion for shoulder external rotation and internal rotation
- Able to exhibit full range of motion for shoulder abduction and adduction
- Able to exhibit full range of motion for elbow flexion and extension
- Able to exhibit full range of motion for shoulder extension and flexion
- Able to exhibit full range of motion for back flexion
- Able to exhibit full range of motion for hip flexion and extension
- Able to exhibit full range of motion for knee flexion
- Able to exhibit full range of motion for hand activities including fine manipulation, grasping, flexion of wrist, and gross manipulation.