



SANTA ANA UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL ASSISTANT PROVIDER (IAP) – HS ASSETs

JOB SUMMARY:

Under the direction of the Field Supervisor of Expanded Learning or designee, plan and implement high school Expanded Learning program activities. IAP positions are distinguished from other positions in that it is an out-of-school program (before and after school, and some weekends). This position requires implementation of academic and enrichment program activities and instruction to 9th-12th grade students.

REPRESENTATIVE DUTIES:

- Work with and instruct 9th-12th grade students in small and large groups. **E**
- Provide academic assistance in High School graduation requirement course work. **E**
- Implement effective classroom management, discipline and instructional strategies. **E**
- Set up activities on a daily basis; prepare and duplicate materials and operate instructional equipment. **E**
- Monitor and evaluate the program and student's progress. **E**
- Support daily after-school attendance sign-in/sign-out log and other records as required. **E**
- Maintain the classroom or learning facility in a clean, organized and healthful manner; storage of materials is required on a daily basis. **E**
- Assist students with accessing information on school based extracurricular activities, i.e. clubs, ASB, internships, sports, volunteer opportunities, field trips. **E**
- Work with school staff to assist students with college applications, scholarship applications, resume writing, Personal Statements, etc., as needed. **E**
- Assist with college and career and parent outreach events. **E**
- Assist students in gathering information about colleges and universities. **E**
- Help refer and connect students to the proper school resources in a high school campus setting. **E**

INSTRUCTIONAL ASSISTANT PROVIDER (IAP) – HS ASSETs (CONTINUE)

REPRESENTATIVE DUTIES: (continued)

- Supervise students in and out of classroom during various after-school activities. **E**
- Maintain frequent and regular parent communication and support parent involvement. **E**
- Attend staff meetings/planning/training sessions on a regular basis or as required. **E**
- Perform related duties as assigned. **E**

KNOWLEDGE AND ABILITIES:

Knowledge of:

- College-level reading, writing, grammar, spelling, punctuation, mathematics and/or science.
- Written and verbal communication principles and practices.
- Clerical duties in support of classroom and program activities.
- Computer use and related software.
- Diversity of community, city and school District cultures and languages.
- State academic standards and various assessments, including SAT, ACT, etc. preferable.
- College application and financial aid process and applications preferable.

Ability to:

- Understand and follow oral and written directions.
- Communicate effectively in both oral and written English.
- Learn the procedures and functions of assigned duties.
- Establish and maintain effective, positive working relationships with students, staff, and administration.
- Motivate and encourage students to succeed and overcome obstacles to learning.
- Learn, understand and apply rules, regulations, procedures and policies.
- Work confidentially with discretion.
- Perform simple clerical duties.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

- High school diploma
- A minimum of 48 College Credits or pass the NCLB test
- Concurrent college enrollment preferred or recent college graduate.
- Prior experience working with students or tutoring preferred.

INSTRUCTIONAL ASSISTANT PROVIDER (IAP) – HS ASSETs (CONTINUE)

LICENSES AND OTHER REQUIREMENTS:

- Bilingual desirable.

WORKING CONDITIONS:

Environment:

- School environment.
- Indoor and outdoor environment.

Physical Abilities:

- Eyesight, corrected or uncorrected, sufficient to read fine print.
- Hearing and speaking accurately to exchange information.
- Dexterity of hands and fingers to operate equipment.
- Bending at the waist, kneeling or crouching.
- Sitting or standing for extended periods of time.
- Lifting or moving objects, normally not exceeding thirty (30) pounds.

Reasonable accommodation(s) may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.

Board Approved: 4/26/2022 (11/20)