

RIVER DELTA UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL ASSISTANT III-C
21st Century Site Coordinator

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To assist the principal by providing support to a team of program leaders to design and implement the after-school literacy activities for the 21st Century after school program.

DISTINGUISHING CHARACTERISTICS

This is an advanced aide position. Positions at this level are required to be trained in all functions assigned to the class. Employees at this level work semi independently in the performance of assigned functions.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from Site Principal.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan, organize, and coordinate various literacy-oriented educational activities, events, and programs at the school site.
2. Prepare daily and monthly program plans and assign activities and events to program leaders.
3. Maintain staff and participant files in accordance with departmental and State funding requirements.
4. Monitor and order site supplies.

Marginal Functions:

1. Serve as a liaison between school staff and program.
2. Participate in cleaning and maintaining building.

QUALIFICATIONS

Knowledge of:

Assess situations and make proper judgments.

Basic English, grammar and arithmetic.

Establish and maintain effective working relationships with co-workers.

Communicate effectively with those contacted during the course of their job

Modern office methods, procedures and equipment.

Basic first aid and CPR.

Ability to:

Supervise students.

Work effectively with students.

Follow oral and written instructions.

Communicate effectively with adults and students.

Maintain emotional control in difficult situations; effectively react to emergencies.

Encourage positive learning patterns and behaviors.

Establish and maintain effective working relationships with those contacted in the horse of work

Maintain effective audio-visual discrimination and perception needed for successful job performance.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities.

Training:

Completion of the twelfth grade, and a high school diploma. Supplemental course work in computer related and child development or related field is desirable.

License or Certificate:

High School Diploma

Possession of, or ability to obtain, and appropriate, valid CPR and First Aid Certification.

WORKING CONDITIONS

Environmental Conditions:

Classroom/field environment; work closely with others.

Physical Conditions:

Essential physical/mental requirements, including but not limited to: standing for long periods, walking, pushing, pulling, bending.