

MARIACHI ASSISTANT

Purpose Statement

The job of MARIACHI ASSISTANT was established for the purpose/s of assisting assigned teaching personnel in the supervision and instruction of students, and performing classroom clerical tasks in support of the instructional process.

This job reports to PRINCIPAL

Essential Functions

- Administers tests, homework assignments, make-up work, etc. under the direct supervision of the certified teacher for the purpose of supporting teachers in the instructional process.
- Assists other personnel (Teachers, Counselors, Substitute Teachers, Nurses) as may be required (e.g. files student paperwork, review information with parents during teacher/parent conferences, parent translation, book inventory, student database program) for the purpose of supporting them in the completion of their work activities.
- Assists students with lesson assignments under the direction of the certified teacher for the purpose of presenting and/or reinforcing learning concepts.
- Guides students in independent study under the direction supervision of certified teacher (e.g. enrichment work, remedial work, etc.) for the purpose of ensuring student success.
- Implements, under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Monitors individual students, classroom, within NCLB guidelines for the purpose of ensuring a safe and positive learning environment.
- Provides support services for students under the direction of the certified teacher for the purpose of providing instructional support.

Other Functions

- Performs record keeping and clerical functions (e.g. scheduling, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing records/materials.

Job Requirements: Minimum Qualifications

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: verbal and written communication skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: age appropriate activities, bilingual (English/Spanish) helpful, English proficiency, Associate Degree preferred.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under temperature extremes and in a generally hazard free environment.

Experience

Job related experience is desired.

Education

Community College and/or Vocational School degree with study in job related area.

Equivalency

None Specified

Required Testing

ParaPro Test or meet alternate requirements

Certificates & Licenses

None Required

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance, Clean Motor Vehicle Record

FLSA Status

Non Exempt

Revised Date

7/11/2014

Salary Grade

Classified - 1