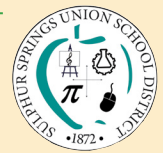


Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

SCIENCE LAB ASSISTANT

DEFINITION

Under supervision, to assist teachers in classroom operations; to assist teachers in instruction and the reinforcement of instruction of students individually and in small groups in accordance with instructions; to perform routine clerical duties; and to perform related work as required.

CLASS CHARACTERISTICS

This is a broad working level instructional support class. Positions assigned to this class assist classroom teachers and instructional specialists in Science instruction. Incumbents have as a primary and continuing assignment the support and reinforcement of instruction designed and planned by a professional staff member and the performance of routine instructional-related clerical work. Incumbents may be assigned to specialized learning programs and may learn the characteristics of the program through on-the-job training and workshop attendance, however, the entrance requirements of all positions in this class are highly similar, except where personality may be a factor in the final selection. Positions in this class are differentiated from Instructional Assistant - specialized training in the area of Science.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

As assigned by the instructional professional, work with students individually and in small groups in the Science Lab; to assist students in the use of computers and science equipment in the lab.

Assist classroom teacher in preparation for and presentation of lessons to students; setup learning areas and projects; prepare material for experiments and lessons; put up and take down bulletin boards and classroom displays; display student work; set up and operate audio visual equipment turn on computers; print student reports of computer-assisted instruction.

Preparation of equipment and experiments before the lesson; set up and clean up the Science Lab.

Monitor, assist, and direct the work of students; implement/maintain program activities and decorum .

Instruct and model appropriate social behaviors.

Maintain student records; maintain class lists and student data using manual and automated recordkeeping; answer telephone; laminate instructional materials; prepare requisitions for classroom supplies and materials; inventory science lab materials and equipment.

Monitor, assist, and direct students in safety precautions, procedures and practices regarding the use of equipment, supplies and materials in the lab.

Provide physical assistance to students, when necessary; assist disabled students with specialized equipment.

Participate in disaster preparedness drills.

Assist in maintaining an appropriate instructional environment by organizing materials, cleaning up work areas after learning activities, putting materials away after use, cleaning sink and desk and table tops, emptying trash and sweeping floors; unpack materials and prepare classroom for student use.

Guide and assist parent volunteers.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

QUALIFICATIONS

Knowledge of:

General concepts presented in K-6 curriculum.

Practical learning patterns and behavior.

Basic concepts of child and adolescent development and of the respective behavior characteristics.

General needs and behavior of students at the assigned age level.

Correct English usage, spelling, grammar, and punctuation.

Reading and writing in English and phonics and basic reading principles.

Number concepts and general arithmetic to basic algebra level.

Operation of standard office equipment.

Basic record keeping techniques.

Appropriate safety precautions and procedures.

Ability to:

Communicate in English with students and motivate them to participate in learning activities.

Learn to reinforce teaching in special subject matter areas or to assist students who have special learning needs by watching teachers or specialists.

Learn and adapt to new procedures and conditions.

Recognize hazards to safety.

Learn laws, rules, practices, and procedures related to public education and related to the program to which assigned.

Perform routine clerical work.

Maintain accurate records.

Learn to use classroom technology, audiovisual equipment and other instructional equipment.

Supervise students in classrooms, on field trips, and out-of-doors.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is experience working with children in a learning environment. College level education in child development, learning theory, and areas related to the District curriculum is desirable.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS ASSOCIATED TASKS

Vision: (which may be corrected)

Read normal print

To perform tasks such as to:

Read curriculum and grade student work

Hearing: (which may be corrected)

Hear sounds which warn of potential danger

To perform tasks such as to:

Supervise students and respond to emergencies; hear breaking glass or falling furniture; hear students cry or scream

Hear speech in classroom setting

Respond to student questions; listen to reading groups

Speech:

Speak with a level of proficiency and volume to be understood in face-to-face public contact

Speak with a level of proficiency and volume to be understood in a classroom

Speak for prolonged periods

To perform tasks such as to:

Communicate with teachers and students

Reinforce instructions and talk to groups of students

Instruct and supervise students

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and upward, use hands and arms to lift objects

To perform tasks such as to:

Operate special equipment and appliances; provide physical assistance to students, and write with pencil and pen; use manual or sign language (some positions); use hand to guide hand of student; carry student materials; feed student

Turn, raise, and lower head, twist and bend at torso

Tie shoes, assist students with mobility, watch in all directions when pushing wheel chair in crowded passage-ways and on playground; and respond to emergencies

Lower Body Mobility:

Walk on uneven terrain

Walk on even surfaces

Climb stairs

Bend at waist

Stoop

Stand for prolonged periods of 50 minutes

To perform tasks such as to:

Supervise students on playground

Supervise students in the classroom setting

Walk to classrooms; follow disaster plan (some positions)

Pick up materials; assist children at desks

Assist students to tie shoes; clean spills; assist student who has fallen to get up

Circulate throughout classroom

Strength:

To lift, and/or carry objects which weigh as much as 10 pounds on a regular basis
 To push and pull objects which weigh much as 50 pounds on an occasional basis

Environmental Requirements:

Constant work interruptions

Work around dirt/dust
 Work independently

Work cooperatively with others
 Work inside

Mental Requirement:

Read, write, understand, interpret, and apply information at 12th grade proficiency level
 Math skills at a 12th grade proficiency level
 Copying

Coordinating
 Judgment and process information quickly and make quick decisions
 Learn quickly and follow verbal procedures and standards

Listen
 Demonstrate
 Give verbal instruction

To perform tasks such as to:

Lift instructional materials; lift stack of books
 Push AV equipment on cart

To perform tasks such as to:

Instruct and supervise students; respond to student questions
 Supervise students outdoors
 Instruct groups of students in absence of teacher; supervise students during recess
 Coordinate activities with teachers and staff
 Perform all classroom duties

To perform tasks such as to:

Read and understand curriculum; reinforce instruction in all subject areas
 Reinforce instruction; correct and grade papers
 Document information and maintain student records
 Set up projects
 Work safely and effectively with students

Reinforce teacher instruction; assist teacher by following spontaneous instructions; follow instructions in emergency; follow child abuse reporting procedures
 Understand student questions
 Reinforce teacher lessons
 Instruct and supervise students

The Sulphur Springs School District is an equal opportunity employer and does not discriminate on the basis of age, ethnicity, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.

Approved: February 1, 2006