

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION

RESOURCE ASSISTANT-MATH LAB

BASIC FUNCTION:

Under the direction of the Principal, plan and implement a program of instruction to support students, both in small groups and individually, with lessons, assignments and exercises in mathematics; prepare a variety of materials, lessons and instructional materials for student and staff use; maintain an effective learning environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide tutorial services to students, individually or in small groups, in all offered math courses; provide learning assistance in understanding and assimilating material presented by teachers.
- Orient, assist, and provide individual assistance to students regarding course requirements, problems, and procedures.
- Distribute, administer, correct and grade diagnostic, make-up, and regular exams; prepare and set up equipment and materials for use in modules and exercises.
- Perform technical duties relating to computer functions and operations; implement various software for instructional purposes; provide assistance to users of the computer-assisted instruction; monitor appropriate use and security of computer assisted instruction related materials.
- Manage and maintain student records; coordinate and oversee data entry; review and verify data for accuracy; ensure security of data.
- Monitor students involved in instructional activities; ensure student compliance with District policies, procedures and safety precautions; monitor student work; maintain records of student laboratory hours and grades; confer with teachers and parents about students' progress.
- Participate in the development of instruction material as well as program modifications and revisions; plan daily lessons; prepare and maintain instructional materials; check and evaluate students' work; plan and set up learning stations and activities to support the curriculum.
- Respond to inquiries and requests for information from staff members, students and the community regarding the math program and services; maintain informational displays including bulletin boards, posters, notices and related items.
- Observe and monitor student behavior both in classroom and within various locations on school campus; assist in maintaining a neat, orderly and attractive learning environment.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Associate's degree and experience working with children in an educational setting, and providing instructional assistance in mathematics.

Additional qualifications if position supported by funds under Every Student Succeeds Act (ESSA) include:

- Completed at least two years of study at an institution of higher education or,
- Obtained an associate's or higher degree (college level) or,
- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

DESIRED QUALIFICATIONS:

- Bachelor's degree in Education or Mathematics.

Knowledge of:

- Tutorial techniques and principles.
- Advanced mathematical principles and analytical concepts.
- Operational characteristics of laboratory equipment and materials pertaining to the math laboratory.
- Practices and procedures of record keeping.
- Modern office procedures, methods and computer equipment.
- Principles of supervision and training.
- English usage, spelling, grammar and punctuation.

Ability to:

- Demonstrate correct laboratory methods, practices and techniques.
- Operate modern office equipment including computer equipment.
- Be sensitive to, and understand the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students.
- Prepare laboratory exercises and materials for student and staff use.
- Maintain computerized files of information and instructional modules.
- Provide assistance and tutoring to students on academic matters related to all math classes offered by the District.
- Plan and organize assigned programs and activities.
- Comprehend and apply materials having technical content.
- Select, supervise, and train staff.
- Prepare and maintain accurate and complete records.
- Learn, interpret and apply department policies, procedures, rules and regulations.
- Interact effectively and sensitively with staff and students from diverse backgrounds.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

WORKING CONDITIONS:

Work Environment:

- Classroom Environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 11/87, 2/9/05, 2/14/18

FLSA Status: Non-Exempt