



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

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| TITLE: | Instructional Technician – Before & After School Program | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT/SCHOOL: | As assigned | CLASSIFICATION: | Non-Administrative Classified Technical |
| FAIR LABOR STANDARDS ACT CLASSIFICATION: | Non-Exempt | WORK YEAR: HOURS: | 10 months/Calendar 5002 Hours as assigned |
| APPROVED: Board Commission | June 29, 2016 July 15, 2016 | SALARY GRADE: | Schedule: 56 Range: 36 |

BASIC FUNCTION:

Under the direction of a Principal or Vice Principal, and guidance of an Afterschool Program Specialist, lead activities of a group of 1 to 20 school-aged children in an assigned after-school program; assist in planning and implementing activities; monitor students in classroom and outdoor activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Provide a safe, caring, positive and interesting learning environment for students in an assigned extended day school program; prepare materials and supplies for daily activities; take attendance.
- Provide tutoring and/or homework assistance to a group of 1 to 20 students in reading/language arts, mathematics, history and social studies or science; explain questions and enhance student understanding of homework as needed
- Lead and supervise a group of 1 to 20 students in various classroom activities including games, crafts, projects and related activities; supervise students in outdoor activities
- Serve as role model and develop positive social behaviors of children; discipline students according to established procedures; reinforce positive behaviors as appropriate
- Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly environment
- Perform a variety of clerical duties including typing, duplicating, recording attendance and maintaining assigned records; prepare bulletin boards
- Operate various office, audio-visual, playground and cooking equipment as assigned;; answer telephone calls and direct inquiries to the appropriate personnel
- Communicate with parents regarding student behavior as necessary

- Administer first aid and follow necessary emergency procedures; identify and report safety hazards to appropriate personnel
- Escort students to and from classrooms as assigned
- Assist in the preparation of snacks for children

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic child development principles and practices

Safe practices in classroom and outdoor activities

Classroom procedures and appropriate student conduct

Basic record-keeping techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Oral and written communication skills

Policies and procedures of assigned program and activities

Operation of a computer and assigned software

Interpersonal skills using tact, patience and courtesy

Health and safety regulations

ABILITY TO:

Assist in the overall activities of school-age students in an assigned after-school program

Assist in planning and implementing activities

Supervise students in classroom and outdoor activities

Make arithmetic calculations quickly and accurately

Maintain a safe, clean and orderly environment

Understand and follow oral and written instructions

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Oversee and discipline students according to approved policies and procedures

Operate a computer and assigned software

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in child development or related field and two years' experience working in a school or child extended day program or volunteer experience in a similar program

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certificates issued by authorized agency preferred

Incumbents must meet requirements specified under the No Child Left Behind Act.

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and playground environment
Constant interruptions

PHYSICAL DEMANDS:

Sitting, standing and walking for extended periods of time
Kneeling or bending at the waist to assist students
Seeing to observe students
Lifting, carrying, pushing and/or pulling up to 50 pounds
Hearing and speaking to exchange information
Dexterity of hands and fingers to operate assigned equipment

HAZARDS:

Contact with dissatisfied or abusive individuals
Potential physical hazards involved in intervening in fights and other anti-social, and violent behaviors
Exposure to blood borne pathogens and infectious diseases