CLASSIFIED EMPLOYMENT OPPORTUNITY

OPEN

INSTRUCTIONAL SUPPORT ASSISTANT

Funding for position is contingent upon the receipt of Federal and State Categorical Funds.

HOURS: 3-Hours per Day
DAYS: 181 Days/Year

STARTING SALARY: RANGE 8 - $16.27-$17.96/Hour (Maximum of 2 years credit for work experience in a public school district will be given.)

DEADLINE TO APPLY: OPEN UNTIL FILLED

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Through an in-person, virtual, or hybrid learning environment, assists individual students and/or groups of students in mastering academic standards.
- Reinforces instructional concepts taught by teaching staff.
- Supports student behavior and engagement through the use of positive strategies and techniques.
- Prepares and assists in the preparation of a variety of instructional materials and learning aids for use with individual students and/or groups of students.
- Maintains a variety of records and files, including confidential student records and information.
- Manages materials, programs, and virtual learning platforms and related technology and assists students in accessing them effectively.
- Administers and scores a variety of assessments and records results.
- Maintains an effective and positive learning environment.
- May participate in parent conferences and provide reports of student progress to staff and families as directed.
- Collaborates with District and site staff as needed.
- May assist in cleaning and changing children who have toileting needs.
- Performs other related duties as assigned.

QUALIFICATIONS/REQUIREMENTS:

✓ Equivalent to the completion of the twelfth grade (must submit copy), and must meet one of the following requirements:
  ➢ have obtained an Associate’s (or higher) Degree (must submit copy), OR
  ➢ have completed at least 2 years (48 semester units) of study at an institution of higher education (must submit copy), OR
  ➢ Score 70% or better on the Hawthorne School District’s Instructional Aide Exam

Persons interested in applying and being interviewed for the position of Instructional Support Assistant, must submit a Classified Employment Application form, a copy of high school diploma, and any college transcripts to the Hawthorne School District Human Resources Office. Examinations and oral interviews will be scheduled thereafter. Applications may be obtained by contacting the Classified Personnel Manager, Glinda Medina, at (310) 676-2276 or on the District website at: www.hawthorne.k12.ca.us.