

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MARCH 2013
RANGE: 34.5
CLASSIFIED
CODE: 4, 5

EDUCATIONAL ASSISTANT - CONSTRUCTION

DEFINITION

Under general supervision, to perform a variety of instructional activities to support staff and students;

to assist in the conduct of learning activities in classroom and small group instruction;

to perform a variety of clerical and supportive activities for the instructional program;

support instructional personnel with the development of basic construction industry skill sets such as the installation of standard electrical and plumbing, materials and tools of the industry, building models and projects, basic principles of residential construction, basic drafting and blueprints, and safety and CPR/First Aid;

and do other related work as required.

EXAMPLES OF DUTIES

Assist instructional personnel with the presentation of learning materials and conducting instructional exercises;

assist in the management of student behavior through the use of positive reinforcement strategies and techniques;

assist instructional personnel with maintaining an orderly, attractive, and positive work environment;

assist instructional personnel with workplace and industry readiness, instructional exercises, and demonstration tasks;

work with teacher to assist students in their awareness and development of soft job skills related to career planning and workplace expectations;

support the teacher in their efforts to create and maintain a safe work environment;

assist with grading and maintaining a variety of records, files, and equipment.

QUALIFICATIONS

Knowledge of:

Basic concepts of developmental and behavior characteristics;

student behavior management strategies and techniques;

appropriate English usage, punctuation, spelling, grammar, and basic arithmetical concepts;

must possess knowledge of and willingness to stay abreast of trends, innovations, and practices related to the construction industry;

routine record management, storage, and retrieval systems and procedures.

Ability to:

Demonstrate an understanding, patient, and receptive attitude toward adolescent and young adults;

assist instructional personnel with managing student behavior and guiding students towards more acceptable social behavior;

communicate effectively in oral and written form;

understand and carry out oral and written directions;

perform routine clerical activities such as filing which may require some bending or reaching;

establish and maintain cooperative working relationships with students, staff and agency partners;

lift up to 50 pounds, work with hands and arms overhead, climb ladders, bend, stoop, crawl, and hear and see sufficiently to perform duties listed above.

Experience:

Must be at least 18 years of age;

one year of paid or volunteer experience working with adolescent and young adults;

experience working in the construction industry preferred.

Education:

High school diploma (or GED) and two (2) years of college or, Associate's degree (AA);

or, passage of an approved local assessment that demonstrates the ability to assist in instructing with reading, writing or mathematics.

Must submit proof of passage of the Basic Proficiency test as required by California state law.

Conditions of Employment:

May be required to obtain, within six (6) months of employment, certification of Safety training and First Aid/CPR.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

11/10/15

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