



SPA

**Contra Costa School of
Performing Arts**

www.cocospa.org • 925-690-8600

Job Title: Instructional Assistant
Category: Classified
Work Year: 180 Days
Supervisor: Special Education Coordinator

About SPA

The Contra Costa School of Performing Arts (“SPA”) is a tuition free, public, independent charter school located in Walnut Creek, CA. Founded in 2015 and opening doors to our first students in 2016, the school now serves grades 6-12. The mission of Contra Costa School of Performing Arts is to provide a distinguished, pre-professional experience in performing arts within a college and career preparatory setting. We believe in fostering a culture of excellence with the core values of rigor, relevance, resilience, and relationships.

Role Summary

The position of Instructional Assistant was established for the purpose of providing specific supports and accommodations to special education students in alignment with individualized education programs and in collaboration with regular education teachers and educational specialists.

Key Responsibilities

- Presents, adapts and monitors instructional material to meet the individual student or small groups needs in conjunction with the teacher’s plan for the purpose of monitoring students’ work.
- Assists with clerical tasks (e.g. simple computer application, typing, duplicating, filing, recording attendance) for the purpose of assisting staff in the completion of their work activities.
- Supervises students between classes, on breaks, during emergency drills, and on field trips for the purpose of ensuring student safety.
- Maintains routine records for the purpose of providing written support and/or conveying information.
- Attends meetings (e.g. staff, parent/teacher) for the purpose of conveying and/or gathering information required to perform functions.
- Reports or corrects unsafe conditions for the purpose of ensuring a safe environment.
- Possibly assists with personal hygiene, feeding of students, and handling of biohazards for the purpose of ensuring the health and safety of students and staff.
- Provides an example to students in communication, self-control, and cooperation for the purpose of ensuring a positive learning environment.
- Observes activities of students and independently follows through with behavior management programs for the purpose of assisting the teacher in maintaining order.

- Prepares instructional materials and operates audio-visual equipment under teacher's supervision for the purpose of assisting the teacher in the completion of his/her instructional activities.
- Perform related duties as assigned.

Qualifications

- High school diploma or the equivalent, and two years of college (48 units), or A.A. degree (or higher), or pass a local assessment of knowledge and skills in assisting in instruction
- Successful interaction with children in a classroom or other structured setting, preferably with students with disabilities