

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

---

<b>TITLE:</b>	Art Instructional Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various schools	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	020 PARA
<b>REVISED:</b>	October 8, 2002		

---

#### **BASIC FUNCTION:**

Provide assistance to the art instructional program in an art studio or school classroom.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

#### **E = Essential Functions**

Work with individual pupils or groups of pupils in an art studio or school classroom, in the absence of the classroom teacher; supervise pupils in the art studio and classroom. **E**

Assist in providing classroom art lessons and art inservice training to certificated staff. **E**

Work cooperatively with certificated staff to develop classroom art projects for integration into various classroom instructional programs. **E**

Operate various art equipment such a pottery wheel, dry mount press, and kiln. **E**

Design and create classroom bulletin boards, posters, and flyers. **E**

Assist with ordering classroom art supplies and materials. **E**

Administer, score, and record grades of tests. **E**

Oversee and perform cleanup activities. **E**

Supervise pupils at assemblies, on field trips, and in the lunch or play areas. **E**

Maintain class rolls, attendance, and other records. **E**

Operate audiovisual equipment. **E**

Participate in staff development programs as directed. **E**

May train and direct pupil monitors.

May accompany and provide instruction to pupils on buses while enroute to and from school and during field trips; may assist with the logging of daily bus ridership data.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from high school.

**LICENSES AND OTHER REQUIREMENTS:**

Personal appearance, grooming, and language patterns which will provide a satisfactory example to pupils.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

A variety of art techniques, mixed media, and art instruction.  
Reading and writing English communication skills.

**ABILITY TO:**

Demonstrate skills in a variety of art techniques, mixed media, and art instruction.  
Integrate art into various classroom instructional programs.  
Operate basic art studio equipment.  
Demonstrate enthusiasm for and interest in the instructional program.  
Communicate with and understand the needs of pupils.  
Establish and maintain effective working relationships with others.  
Plan and organize work to meet schedules and time lines.  
Maintain records.  
Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, classroom and outdoor settings.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

**NOTE:** Some positions may be required to have conversational and written skills in a specific foreign language related to the needs of the assignment; ability to translate and adapt materials to and from English into an appropriate foreign language may also be required.

**NOTE:** Many positions in this job class may be part time. Part-time positions are subject to an increase or decrease in hours according to district needs. Some positions may involve two or more locations requiring travel between sites within the regular work day.

Issued 7/94

Revised 3.19.04—PeopleSoft

Job Code 6462

PH