

# State of Washington Class Specification

**SALARY RANGE: 34**

**Abolished Date: 7/1/2007**

## **INSTRUCTION AND CLASSROOM SUPPORT TECHNICIAN 1 255I**

### **Class Series Concept**

Positions in this series perform various instructional and classroom support services including academic and vocational instructional programs, scientific instructional programs, and extension educational activities. Duties typically include assisting in the individualized or group instruction of students in development of learning skills; or working with faculty or instructors in preparing, modifying, and/or developing instructional programs, teaching aids, materials and equipment associated with shop, classroom, or laboratory instruction which requires positions to have technical knowledge of the discipline(s).

### **Distinguishing Characteristics**

Positions at this level work under the direction of an assigned teacher/supervisor. Positions assist the teacher/supervisor by performing routine duties such as assisting in setting up equipment, and administering and scoring tests. Positions help students with individualized and group instruction in development of learning skills such as reading, study skills, or other instructional areas.

### **Typical Work**

Assists supervisor/instructor in classroom work, field trips, and lecture periods; assists in the classroom with self-help needs;

Helps with vocational training activities and maintains discipline while the supervisor gives individual attention to students;

Assists in setting up required equipment and tools in accordance with lesson plans;

Instructs student assistants in the operation and maintenance of study skills equipment; operates equipment such as controlled readers, shadow scopes, language master, typewriter, and other office and business machines;

Catalogues equipment and supplies for easy acquisitions and orders supplies;

Administers standardized tests to students; scores tests and records results for analysis;

Maintains files on individual student's progress; reviews daily work of students; conducts individual student conferences as necessary.

## **Desirable Qualifications**

The desirable qualifications listed in this section are provided for use as a guide only. Specific position qualifications will vary on a position by position basis. For additional information regarding desired competencies, please reference the qualifications catalog.

Positions typically require six months of applicable experience/education.

## **Class Specification History**

New class effective January 1, 2007 as part of the merger; Instruction & Classroom Support Technician 1 (replaces 4419 Teaching Aide I, 4420 Teaching Aide II, 21010 Teacher's Aide)

Abolishment adopted 6/14/2007, effective 7/1/2007; 255I job class separated out of original series and merged into restructured series with assigned new class code "255M."