



MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

Job Title: Science Assistant

Reports to: Site Principal

Work Year: 9 months, part time position

Salary Range: 2

Definition: Under general direction, prepares, organizes and supports TK-5 science instruction.

Representative duties:

- Assists teachers in science instruction
- Order, purchase and maintain inventory of science supplies
- Prepares lesson materials, including equipment for science experiments
- Conference with teachers
- Supports school science fairs
- Other related work as required
- Monitor and assist students in science activities

Ability to:

- Maintain effective and cooperative working relationships with students and staff
- Organize and maintain science instructional materials
- Maintain calm and patience in stressful situations
- Learn and utilize basic methods and procedures to be followed in instructional settings
- Learn and apply rules and regulations related to assigned school
- Manage behavior in group settings
- Understand and carry out oral and written instructions
- Maintain the confidentiality and security of sensitive information
- Meet schedules and deadlines
- Appropriately monitor student safety
- Assist with medical and safety emergencies in an effective and calm manner

Knowledge of:

- Principles of child development and instructional processes
- Knowledge of elementary science instruction and science standards



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Skills:

- Basic clerical functions
- Computer skills in a variety of computer programs
- Operate standard office equipment
- Effective oral and written communication
- Correct English usage, spelling, grammar and punctuation
- Perform basic mathematical calculations

Experience:

- At least one year of experience working with elementary children preferred.

Education:

- A.A. Degree or two years of accredited college credit

Physical Requirements: Performs work which is primarily in a classroom or playground setting, may occasionally accompany students and teachers on field trips off school site; requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboards, telephone, common office machines); requires vision (which may be corrected) to read small print; requires the mobility to stand, walk, run, stoop, reach and bend; requires lifting, pushing and or pulling books, supplies, equipment (mobility equipment) students and packages, approximately 50 pounds. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.