



Leadership • Collaboration • Support

**JOB TITLE: Classroom Specialist CTE - Building and Construction Trades**

**CSEA Salary Schedule, Range 17**

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**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Provide instructional support to students independently and in groups, in the Building and Construction Trades industry sector to include, but not limited to supporting instruction, reading skills, writing skills, and mathematics skills. Work in conjunction with the classroom teacher to provide work-based learning activities that offer students the opportunity to connect classroom learning to authentic industry experiences. Provide additional supervision of students during classroom activities.

**JOB REQUIREMENTS AND QUALIFICATIONS**

- High school diploma or G.E.D. equivalent; must pass proficiency examination as required by State or Federal guidelines.
- Minimum of six (6) months' work experience and/or education in Building and Construction Trades.
- Ability to understand and follow both oral and written instructions.
- Ability to work with students in specialized and regular settings with patience and understanding.
- Ability to handle confidential materials with discretion.
- Ability to establish and maintain effective work relationships with students, teachers, and employers.
- Possession of a valid California driver's license.
- Knowledge of safety procedures specific to Building and Construction Trades.
- Experience in supervising students preferred.
- Education and/or training that demonstrates ability to perform the duties as defined.
- This work consists of routine instructional tasks at an entry level.

## **ESSENTIAL DUTIES**

- Assists certificated instructor in operating classroom and instructing students.
- Reinforces rules and procedures for student behavior and utilizes positive behavior intervention and management systems for maintaining a positive classroom environment among students.
- Observes students' performance, behavior, and social development.
- Works in collaboration with the certificated teacher to ensure the students are academically and technically prepared to further explore industry job fields.
- Assists certificated teacher in developing lesson materials, identifying students' needs and maintaining records.
- May work independently with a group of students in the absence of the teacher.
- Assists individual students in specific areas of challenge, as necessary.
- Assists students in learning related skills necessary for successful performance of Building and Construction Trades areas.
- Assists students in learning the operation of various tools, equipment, machines, or devices used on the job.
- Supports students individually and in groups in completing assignments.
- Performs class-related clerical work.
- Assists in maintaining a clean and orderly classroom.
- Orders, repairs, inventories, and secures materials and equipment as needed.

## **SUPERVISION RECEIVED**

Employees in this classification receive limited supervision within a broad framework of policies and procedures.

## **SUPERVISION EXERCISED**

None

## **PHYSICAL ACTIVITY REQUIREMENTS**

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (60%)

Walking (20%)

Sitting (20%)

Body Movement (Frequency):

None (0)

Limited (1)

Occasional (2)

Frequent (3)

Very Frequent (4)

Lifting – lbs. (0-50)

Lifting (3)

Bending (3)

Pushing and/or  
Pulling Loads (3)

Reaching  
Overhead (3)

Kneeling or  
Squatting (2)

Climbing Stairs (1)

Climbing Ladders (1)