

## MENDOTA UNIFIED SCHOOL DISTRICT

**Position:** Instructional Aide  
**Department:** Various School Site  
**Reports To:** Site Principal

**FLSA:** Non-Exempt  
Classified

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*This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.*

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### GENERAL DESCRIPTION

Under the direction of an assigned administrator, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; perform a variety of routine clerical support duties including maintaining student records and files; assist in the preparation of instructional materials.

### ESSENTIAL DUTIES

- Tutor individual or small groups of students; assist in the presentation of instructional materials and academic instruction to individual or small groups of students reinforcing instruction and following up on specific language, spelling, reading and other subject activities as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects.
- Provide classroom support to the teacher by setting up work areas and displays and distributing and collecting paper, supplies and materials; confer with teachers concerning lesson plans and materials to meet student needs; present instructional materials.
- Prepare administer, score and record various tests and assignments as directed, including proficiency placement tests; maintain student records and files as directed.
- Assist students in completing and reviewing classroom assignments, homework, projects, and test results; guide and reinforce student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Assist and guide students to, on, off, and from the bus; assist students to negotiate the school campus including traveling from class to class.
- Perform a variety of clerical duties such as preparing instructional materials, typing and duplicating materials, preparing lists and other documents, processing forms and applications, recording grades, assembling materials, preparing individual profile charts, taking roll and maintaining records and files; make phone calls to parents; compile information and materials and prepare reports as requested.
- Observe and control behavior of students in the classroom and during outdoor activities according to approved procedures; report progress regarding student performance and behavior as required.
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance; assist in registration activities as appropriate.
- Prepare and operate a variety of audio-visual, general office and other instructional classroom equipment including a copier, laminator, computer and assigned software.  
Read age-appropriate stories to students; assist students with enhancing reading skills and pronouncing words and sounds as assigned.
- Provide for the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean, set up, and set out toys and instructional materials.
- Communicate with staff, students, administrators, parents and the general public per District policies and guidelines to exchange information and resolve issues or concerns.
- Assist with instructing and developing course of study and lesson plans.
- Attend meetings and in-service training related to student-related issues.
- Assist with student enrollment activities as directed.
- Perform related duties as assigned.

## KNOWLEDGE AND ABILITIES

### KNOWLEDGE OF:

- Child guidance principles and practices.
- Positive behavior reinforcement techniques.
- Safe practices in classroom and playground activities.
- Basic subjects taught in District schools, including math, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

### ABILITY TO:

- Assist a certificated  teacher with instructional and related activities; reinforcing instruction to individual or small groups of students in a classroom or other assigned learning environment.
- Assist in the preparation of instructional materials.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with students, parents, staff and the public including members of ethnic communities and foreign countries.
- Demonstrate an understanding, patient and receptive attitude toward individuals from foreign cultures and ethnic communities.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Operate standard office and instructional classroom equipment including a computer and assigned software.
- Observe health and safety regulations.
- Observe and control student behavior according to approved policies and procedures.
- Perform clerical duties such as duplicating and maintaining routine records and files related to classroom activities and the instructional program.
- Print and write legibly.
- Read, interpret and follow rules, regulations, policies and procedures.
- Meet schedules and time lines.
- Provide information and assistance to students and staff.
- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.

### MINIMUM QUALIFICATIONS:

- Must meet the requirements of the Federal and State "No Child Left Behind" NCLB legislation. Qualifications are any combination equivalent to 48 semester units of college study or an AA Degree or upon passing a NCLB qualifying written examination, and experience working with children in an organized setting.

## **WORKING CONDITIONS**

### **ENVIRONMENT:**

- Employee in this position will be required to work indoors in a classroom environment and outdoors in a playground environment.
- Employee comes into direct contact with students, staff and public.

### **PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate various office and instructional classroom equipment.
- Sitting and standing for extended periods of time.
- Bending at the waist, kneeling and crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.