

INSTRUCTIONAL AIDE

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under supervision of the site Principals, assists the classroom teacher with instructional services, provides clerical assistance to the classroom teacher, and does other related work as required.

ESSENTIAL FUNCTIONS:

- Assist certificated teaching staff with the development and preparation of instructional materials for students; assist in the preparation of graphic and written teaching materials
- Assist certificated teaching staff with the presentation of learning materials and instructional exercises for students; assist teaching staff in the conduct of lessons and other classroom activities; lead group discussions using appropriate questioning techniques; prepare for and assist with various classroom projects
- Assist in H.O.T.S. (Higher Order Thinking Skills) instruction to develop critical thinking skills through group discussions, oral communication, problem solving strategies and using computer programs
- Assist individuals or small groups of students with academic and social skills and the achievement of goals; reinforce instruction to individuals or small groups in a variety of subjects; develop creative methods and techniques for working with students within the suggested framework of the teacher; review plans with the teacher to ensure correct teaching techniques are being utilized for each student
- At the direction of the teacher, assist in evaluating student progress in a wide variety of skills; correct papers; report progress regarding student performance and behavior to the teacher
- Administer placement tests, curriculum based measurement tests and informal assessment tests to individual students
- Observe and manage behavior of students according to approved procedures; assist in maintaining order among the students in the classroom and on the school grounds; accompany students going from one location to another; assure the continuance of classroom activities and discipline when the teacher is absent from the room
- Perform a variety of clerical duties, including recording information, compiling and maintaining records and files, preparing reports, operating machines and assembling packets and materials for students
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audiovisual equipment and educational training equipment, distributing and collecting papers and supplies, preparing bulletin board materials and decorating the classroom; assist in maintaining a neat, orderly and attractive learning environment
- Assist teaching staff in assessing programs and materials to meet the needs of children; collect, assemble and distribute learning materials, supplies, equipment and other resource materials; order instructional material and aids when necessary
- Attend and participate in staff meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge
- Establish rapport with students; help build confidence, self-esteem and responsible behavior in students through one to one and/or small group interaction
- Does related duties assigned by the site Principal

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Possession of an AA/AS degree, or 48 units, or passage of District Proficiency Test (CODESP)
- Minimum typing ability

KNOWLEDGE OF:

- Basic subjects taught in school
- English usage, spelling, grammar and punctuation
- General needs, learning styles and behavior of children
- Functions and procedures specific to the classroom environment
- General methods of education and tutoring
- Basic child development theory and principles
- Basic techniques to motivate students and manage student behavior
- Clerical skills, i.e., typing, filing, and simple record-keeping procedures
- Technology skills, i.e., navigating the internet, email, Word, Excel
- Basic first aid practices, procedures and techniques

SKILL TO:

- Read and write at a sufficient level to successfully perform the required duties
- Follow oral and written instructions
- Organize a task and carry it to completion with efficient use of time
- Possess effective communication skills
- Be sensitive to children
- Maintain a harmonious working relationship with parents, students and other employees

PHYSICAL FUNCTIONS:***Ability to:***

- Hear and understand speech at normal levels
- See and read notes, memos, student reports, and other printed materials
- Write legible reports
- Bend, twist, kneel and stoop
- Lift and carry twenty-five (25) pounds
- Reach in all directions
- Speak clearly and effectively
- Sit and stand for periods of time
- Sit on the floor

EXPERIENCE:

Recent experience working with children or youth groups desirable

WORK YEAR:

The work year is one hundred eighty (180) days, plus paid holidays, plus paid vacation

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

*Update: February 12, 2013
Board approved: February 26, 2008*