

JOB TITLE: INSTRUCTIONAL AIDE III-SECONDARY SCHOOLS**BASIC FUNCTION**

Under supervision, to perform a variety of instructional activities; to assist, in Independent Study or on the secondary level in the conduct of intensified learning experiences; to perform routine clerical and supportive tasks for instructional personnel and the Independent Study center; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Assists instructional personnel with the presentation of learning materials and in the conduct of instructional exercises.
- Monitors and assists students in drill, practice and study activities as a follow-up to the presentation of instructional concepts by instructional personnel.
- Operates a variety of equipment and instructional media machines.
- Provides computer-assisted instruction in a lab setting.
- Assists students in the understanding and use of equipment and software applications.
- Tutors individuals and small groups of students to reinforce and follow up learning activities.
- Directs students into safe learning activities and functions, and assists in the shaping of appropriate social behaviors.
- Assists students in the management of student behavior through the use of positive strategies and techniques.
- Prepares and assists in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students.
- May administer and score a variety of criterion referenced and general aptitude tests, and records the test results.
- Requisitions, and stores textbooks, instructional materials, supplies and equipment.
- Assists in maintaining an orderly, attractive, and positive learning environment.
- May participate in parent conferences and other student progress report activities.
- Provides instruction in the use and care of computers.
- Assists in selection of software.
- May perform minor computer maintenance and troubleshooting.
- May requisition, catalog and circulate a variety of books and instructional materials utilizing an automated inventory control program and equipment.
- May establish and maintain a variety of manual and automated records alphabetical, numerical, and subject matter files and records, including confidential student records and information.
- May performs a variety of simple accounting and monitoring functions.

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Knowledge of:

- Basic concepts of child growth and development, and developmental behavior characteristic.
- Student behavior management strategies and techniques.
- Appropriate English usage, punctuation, spelling, and grammar.
- Basic arithmetical concepts.
- Routine record management, storage, and retrieval systems and procedures.
- Operation and use of audiovisual equipment and microcomputers.
- Modern office methods, procedures, and techniques, including the use of advanced computer technology.
- Knowledge and use of software utilized in the reading lab.

Ability to:

- Demonstrate an understanding, patient, and receptive attitude toward students of various ages.
- Communicate effectively in oral and written form in English.

- Keyboard or type at a net corrected speed of 35 WPM.
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
- Effectively operate and instruct others in the use of instructional media equipment.
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment.
- Establish and maintain cooperative working relationships with children and adults.
- Understand and carry out oral and written directions with minimal supervision.
- Establish and maintain positive and effective working relationships.
- Work courteously and tactfully with co-workers, students and parents.
- Promotes team building and a positive work environment.
- Adapt easily to work assignments, additional priorities and new procedures.
- Receive constructive criticism and modify work appropriately.
- Prioritize and identify needs and solve problems independently as appropriate.
- Suggest procedural improvements to superior as appropriate.
- Skillfully handle difficult situations using good judgment.
- Maintain high level of professionalism in keeping the needs of customers a top priority.

PHYSICAL DEMANDS

The physical requirements indicated below are examples the physical aspects of this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 20 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting or standing most of the time, but may involve walking, stooping, bending, reaching or stretching for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

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

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

One year of paid or volunteer experience working with multi-age groups of children. One year of experience with a personal computer.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in child growth and development, instructional technology, computers, or a closely related field.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a First Aid Certificate issued by the American Red Cross including CPR.
- Typing certificate which demonstrates a minimum net speed of 35 words per minute.