

JOB TITLE: INSTRUCTIONAL AIDE I**BASIC FUNCTION**

Under supervision, to perform a variety of instructional activities; to assist in the conduct of intensified learning experiences; to perform routine clerical and supportive tasks for instructional personnel; 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.
- Tutors individual students and small groups of students to reinforce and follow up learning activities; monitors and assists students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts by instructional personnel.
- Directs students into safe learning activities and functions, and assists in the shaping of appropriate social behaviors.
- Assists 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.
- Maintains a variety of records and files, including confidential student records and information.
- Operates and assists students in the operation of a variety of instructional media machines and equipment.
- May administer and score a variety of criterion referenced and general aptitude tests, and records the test results.
- Requisitions, stores and maintains an appropriate inventory of textbooks, instructional materials, supplies, and equipment.
- Administers routine first aid and requests assistance for non-routine injury or illness.
- Assists in maintaining an orderly, attractive, and positive learning environment.
- May participate in parent conferences and other student progress report activities.

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

- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
- Communicate effectively in oral and written form.
- Establish and maintain positive and effective working relationships.
- Skillfully handle difficult situations using good judgment.
- Prioritize and identify needs and solve problems independently as appropriate.

Knowledge of:

- Subject matter in the areas of mathematics, writing and reading as defined by the No Child Left Behind Act (NCLB) of 2001.
- Basic concepts of child growth and development and developmental behavior characteristics.
- 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.

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Ability to:

- Demonstrate an understanding, patient and receptive attitude toward students of varied age groups.
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment.
- Understand and carry out oral and written directions.
- 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.
- Suggest procedural improvements to superior as appropriate.
- 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 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking, standing, stooping, bending or stretching for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception imparting oral information, the manual dexterity to operate business related equipment, and manipulate 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:

Minimum of one year of paid or volunteer experience working with multi-age groups of children is preferred.

Education:

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

NCLB REQUIREMENT

Paraprofessionals who assist in classroom instruction and are hired using Title I funds after January 8, 2002, must meet the following requirements:

- Complete two years of higher educational study, or
- Obtain an Associate's or higher degree, or
- Pass a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing and mathematics or mathematics readiness. **This local academic assessment is included in the District's written examination for this job classification.**

LICENSE AND/OR CERTIFICATE REQUIREMENT

Possession of a Community First Aid Certificate issued by the American Red Cross, including Community CPR training.