

MENDOTA UNIFIED SCHOOL DISTRICT

Position: Care Giver – Instructional Aide
Department: Mendota Elementary School
Reports To: Site Principal

FLSA: Non-Exempt
Classified

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.

GENERAL DESCRIPTION:

Under the guidance of the principal, assure a safe and nurturing environment for children that encourages their social, emotional, physical, and intellectual development. Assist students by rendering various forms of personal care such as toileting and diapering, dressing, undressing, bathing and grooming. Maintain positive relationships with students, parents, co-workers and supervisor. Ensure safety and supervision of children at all times by meeting physical demands of the position.

ESSENTIAL DUTIES

- Lift and carry students as necessary; push students in wheelchairs and render personal care.
- Provide toileting, diapering, dressing, undressing, bathing and grooming, etc.
- Assist in providing a safe, nurturing, and positive experience for the children.
- Consider the individual child in relation to his culture and socio-economic background.
- Assist students with severe eating problems and monitor self-feeding students as assigned by the position; utilize gastronomy and suctioning equipment; take appropriate action when students have difficulty while eating.
- 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.
- Work cooperatively with school site and program personnel to maintain a quality program.
- Attend and participate in staff meetings; attend various in-services meetings assigned.
- Maintain effective and confidential relationships with employees, parents and students.
- Assist in field trips as assigned.
- 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.
- 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 with instructing and developing course of study and lesson plans.
- Perform other related work as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic child guidance principles and practices;
- Knowledge of the District and site program policies and procedures.
- Basic knowledge of early childhood development to assist the classroom in implementing a high quality program.
- Safe practices in classroom and playground activities;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Record-keeping techniques.
- Classroom procedures and appropriate student conduct.
- 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.
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ABILITY TO:

- Assist students to do toileting and diapering, dressing, undressing, bathing and grooming, etc.
- Be able to lift and move students in the classroom, playground, and bathroom.
- Communicate effectively with children and adults
- Communicate effectively both orally and in writing
- Demonstrate manual dexterity necessary to classroom instruction and activities.
- Establish and maintain effective working relationships with others
- Assist students with meal activities, hygiene, first aid, and toileting as required.
- Operate standard office and instructional classroom equipment including a computer and assigned software.

MINIMUM QUALIFICATIONS:

Good health condition and able to lift 60 pounds.

Must be at least 18 years old.

High School Diploma or equivalent required.

Preferred experience working with children in a structured and unstructured setting is required.

WORKING CONDITIONS

ENVIRONMENT:

- Employee in this position will be required to work indoors, bathroom, and on playgrounds. Employee comes into direct contact with students, staff and public.

PHYSICAL DEMANDS:

- Stand/Walk for extended periods of time
- Sit for extended periods of time
- See and read a computer screen and printed matter with or without vision aides
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone
- Enter data into computer terminal, uses standard office equipment and operate a telephone.
- Stand, walk, bend over, stoop, grasp, reach overhead, push pull and move, lift and/or carry 0-60 pounds to waist height.

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

Note: Minimum qualification - Must meet NCLB requirements