

	Classified Position Description INSTRUCTIONAL AIDE	Initial Date: March 11, 1976 Board Approval: November 14, 2006 Revision Date: April 21, 1999 Personnel Commission: September 20, 2006 Range: 37 Reports to District Administrator
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of support functions for students. Under the supervision of site administrator and guidance of the classroom teacher employees in this classification act as assistants to classroom teachers by working with and providing instructional support to students individually or in small groups and by performing other tasks related to the educational program. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class requires knowledge of general education matters and high degree of positive contact with students and staff.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are assigned at school sites to provide instructional support functions in the classroom, on the playground, and in any other location where students require adult involvement and direction.

REPRESENTATIVE DUTIES:

- Tutors students individually or in small groups in various subject areas.
- Assists in the preparation and use of instructional materials and equipment.
- Sets up work areas and prepares material for various assignments.
- Assists teachers and students in test-taking activities.
- Assists students in the use of special equipment.
- Assists in behavior management of students using positive reinforcement and related strategies.
- Performs such routine tasks as taking roll, distributing materials, supervising games, preparing and checking work papers and homework, decorating classrooms, operating instructional and office equipment, and preparing work materials.
- Participates in meetings and in-service training programs.
- Assists in providing minor first aid.
- May assist in coordinating activities of volunteers.
- Performs such other related tasks as may be assigned by the teacher.

EMPLOYEE STANDARDS:

Knowledge, Skills and Abilities Required:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
- Ability to work with students with behavior problems.
- Skill in learning general techniques for assisting students.
- Skill in understanding student needs and approaches involved in working patiently with students.
- Ability to apply individual instructional needs of students in specific subjects areas.
- Ability to understand and follow written and oral instructions.
- Skill in establishing and maintaining effective work relationships with those contacted in the performance of assigned duties.
- Ability to demonstrate an understanding, patient, warm and receptive attitude toward children.

WORKING CONDITIONS:

- Manual dexterity and physical condition to maintain a rigorous work schedule.
- Light to moderate physical effort standing and/or walking for extended periods of time. Lift and move instructional materials and equipment.
- Moderate stress level.

ENVIRONMENTAL CONDITIONS:

- Primarily indoor classroom and school environment.
- Temperature - normal climate.

JOB PARTICULARS:

- All body fluids shall be handled as if infectious. Disposable waterproof gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

CONTACTS:

- Daily contacts with students, teachers, school and District staff.
- Regular contact with parents.
- Occasional contact with parents and community members.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- High school graduation or equivalent.
- Experience working with school-age students desirable.
- Some post-secondary education in child development or related fields is desirable.
- (P.L. 107-110 January 8, 2002): Candidates must satisfy one of the following requirements:
 - Complete two (2) years of higher education study (48 units), or
 - Obtain an AA 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 readiness.

OCCUPATIONAL CERTIFICATES/LICENSES:

- First Aid and CPR certification.
- High School Proficiency Exam Certificate.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.