

INSTRUCTIONAL AIDE

DEFINITION:

Under daily direction of a classroom Teacher, Preschool Educator, or Associate Preschool Educator and general supervision of the school Principal, site administrator or designee, performs paraprofessional instructional activities, clerical and supportive tasks to assist and free certificated/permitted instructional staff in delivering the educational process; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This class differs from others in the Instructional series in that incumbents are assigned to academic classrooms to assist teachers working with the general student population. Other classifications in the Instructional series work with student populations having specifically identified needs or in programs directed at other than academic achievement, such as Physical Education.

EXAMPLES OF DUTIES

Assists certificated/permitted staff with the presentation of learning materials; *E*

Tutors students individually and in small groups; *E*

Monitors and assists students in a variety of activities such as drill, practice, study habits and research in a variety of subject areas utilizing a variety of instructional materials according to instruction/guidance of certificated staff; *E*

Oversees and supervises students during classroom activities, learning center, library, recess and field trip activities, and during fire and earthquake emergencies and preparedness drills; *E*

As directed, researches and prepares instructional, motivational and decorative materials such as vocabulary lists, worksheets, games, flash cards, awards and displays, as well as letters, notices and other communications; *E*

Assists the classroom Teacher/Preschool Educator in maintaining a disciplined, neat, orderly and attractive learning environment; *E*

Consults with certificated/permitted staff regarding student progress and behavior. *E*

Reads and converses with students explaining words and meanings;

As directed, administers, scores tests, and records grades;

Corrects and scores classroom and homework assignments;

Orders and distributes audio visual and other equipment and supplies;

E denotes an essential function of the job.

Operates a variety of office equipment;

Attends school and in-service meetings; answers telephone, takes and transmits messages;

Maintains a variety of records as assigned.

May accompany and assist certificated staff in supervising field trips;

May take roll;

May collect and record receipt/disbursement of student monies;

SUPERVISION:

General supervision is received from the school Principal, site administrator or designee. Daily direction is provided by a certificated classroom teacher, Preschool Educator or Associate Preschool Educator.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Methods, practices and terminology used in instructional situations;

General needs and behaviors of children;

Modern office equipment and procedures;

Basic math and English reading, writing, speaking skills;

Simple record keeping.

Ability to:

Learn and apply District and school policies and procedures;

Determine what are and retain privileged communications;

Change priorities rapidly based on teacher requirements;

Establish and maintain accurate records;

Establish and maintain effective working relationships;

Understand and carry out oral and written instructions.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and pass the Instructional Assistant Competency Examination is required. Some post-secondary education in child development or early childhood education is desirable. Some paid or unpaid experience involving the supervision of children's activities is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently stands, walks, sits; stoops and bends; occasionally safely lifts, carries, and/or pushes up to 40 lbs; frequently uses arms, hands and fingers on both hands, communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; works primarily inside, occasionally outside; has constant direct contact with students and other district staff and is frequently exposed to minor contagious illnesses; occasionally works without direct guidance from the classroom teacher and/or immediate supervisor.

Last revised 8/03

Reviewed with no revisions 11/9/06