

WISEBURN UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL AIDE Classified Position

DEFINITION

Under supervision of the school principal and classroom teacher, to perform limited general clerical duties and to assist the teacher in selected areas of the instructional program and supervise students grade K-8, and to perform related work as required.

ESSENTIAL DUTIES

- Perform clerical help by typing and duplicating materials for pupils and teachers. E
- Assist with attendance procedures. E
- Maintain pupil records (including CUM files). E
- Keeps records of books and other materials. E
- Collects and distributes supplies. E
- Corrects papers, tests and prepares instructional aids. E
- Assists in the instructional program by working with individual and small groups of pupils. E
- Supervises pupils on the playground or in other designated locations. E
- Files.
- Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Personal:

- Neatness in grooming and dress.
- A sense of humor.
- Emotional stability.
- The ability to work well with others.

Knowledge of:

- Good English usage, including vocabulary, spelling, grammar and punctuation.
- Common public relations courtesies, practices, and techniques.
- A second language.
- Interpersonal skills using tact, patience, and courtesy.
- First Aid

Ability to:

- Communicate effectively with students, other staff, and their parents.
- Appropriate English usage, punctuation, spelling and grammar.
- Understand and carry out oral and written instructions.
- Remain calm and rational while working with students and their parents.
- Maintain the confidentiality of information related to individual pupils, parents and other employees.
- Organize time in order to maintain the flow of the program.

- Ability to use a cell phone, walkie-talkie, computer, and common classroom equipment
- Operate office equipment such as computer, calculator, copier, fax machine, etc.

QUALIFICATIONS

Education:

A.A. Degree or 48 semester units.

Experience:

Previous experience requiring clerical skills and work with children.

WORKING CONDITIONS

Environment:

Classroom and outside school environment, including recreational areas.

Physical Abilities:

Ability to safely lift, carry, push and/or pull weights up to 50 pounds with lifting devices, lifting belts or other accommodations, with frequent lifting and carrying of weights up to 25 pounds. Bending at the waist, kneeling or crouching to assist students. Sitting and standing for prolonged periods of time.

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

Vision (which may be corrected)

to read small print and maintain records.

Hearing (which may be corrected)

to communicate with staff, to talk on phone.

Speech

to communicate with staff, to talk on phone.

Dexterity of hands and fingers

to operate office equipment.

Sitting and standing for extended periods of time

to perform required duties.

Bending at the waist

to pick up office materials / equipment

Strength

to lift, push, pull and/or carry objects which

may weigh as much as 25 lbs. on an occasional basis.

Policy

Adopted: March, 1997

Revised: May, 2015

Wiseburn Unified School District

Hawthorne, California