

WISEBURN SCHOOL DISTRICT

RESOURCE SPECIALIST AIDE

DEFINITION

Under supervision of the school principal and the resource specialist, to assist in selected areas of the instructional program, to supervise students, and perform limited general duties, and to perform related work as required.

EXAMPLES OF DUTIES

- Confers with principal and/or resource specialist to implement the individualized education program for qualified students. **E**
- Works with individual and/or small groups of children in prescriptive learning activities. **E**
- Serves as an interpreter with limited and non-English proficiency students and their parents, as needed. **E**
- Provides clerical help by typing and duplicating materials for pupils and teachers. **E**
- Assists with attendance procedures, filing, record keeping, collecting and distributing supplies. **E**
- Corrects papers and tests, and prepares instructional aids. **E**
- Attends in-service meetings and staff meetings, and participates in evaluation of program. **E**
- Provides own transportation to school assignments, as needed. **E**
- Performs related duties as assigned.

DESIRABLE QUALIFICATIONS

Interest in and concern for the welfare of boys and girls is essential.

Personal qualifications should include:

Neatness in grooming and dress.

A sense of humor.

Emotional stability.

The ability to work well with others.

Knowledge of:

Child growth and development.

Correct English usage, spelling, grammar and punctuation.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Computers.

A second language.

Note - Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990

Revised March, 1997

DESIRABLE QUALIFICATIONS - (Cont'd.)

Ability to:

Converse in a designated language and/or be trained in bilingual education and be able to read and write, and speak in grammatically correct English.

Communicate effectively with children and adults.

Be self-directing and carry through on assigned tasks with a high degree of independence.

Assist the teacher in communicating about the specific work done and the progress made by students.

Use the standard English dialect as taught in the Wiseburn School District.

Spell correctly.

Take responsibility and use good judgment.

Learn how to operate standard office and audio-visual equipment.

Maintain the confidentiality of information related to individual pupils, parents and other employees.

Type at not less than 40 words per minute.

Understand and carry out oral and written instructions.

Understand and speak Spanish.

Experience - Prior experience requiring clerical skills and work with children.

Education - Equivalent to completion of twelfth grade. A high school diploma is desirable.

WORKING CONDITIONS

Environment:

Classroom environment.

Physical Abilities:

Vision (which may be corrected)

to monitor student behavior during classroom activities.

Hearing (which may be corrected)

to lead discussions, respond to student questions and to reinforce teacher lessons.

Speech

to communicate with teachers and students, to instruct group of students.

Dexterity of hands and fingers

to operate audio-visual and educational training equipment.

Standing and walking for extended periods of time

to instruct and supervise students.

Bending at the waist

to pick up instructional equipment and materials.

Strength

to lift, push, pull and carry objects which may weigh as much as 25 lbs. on an occasional basis.