

WISEBURN UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL AIDE, DANA EXTENDED DAY PROGRAM Classified Position

DEFINITION

Under the direction of the Site Coordinator, provide after school activities for middle school youth.

ESSENTIAL DUTIES -

- Organize and lead group activities appropriate for middle school youth during after school hours, including informal learning experiences in technology, science, nutrition, art, drama, dance, music, and/or physical recreation, as well as homework supervision. E
- Secure and organize needed materials for these activities prior to the beginning of the activity. E
- Serve the youth as a personal role model, listening to their needs, providing emotional support, and expressing a friendly attitude. E
- Assist individual and small groups of youth plan their time to complete academic projects and assignments, including daily checking student binders for assignments, providing a place and materials to work on those projects/assignments, and follow-up on the student work. E
- Work with youth to maintain appropriate interpersonal behavior in the classroom and during outdoor activities according to approved procedures. E
- Assure the health and safety of students by following established practices and procedures, such as maintain learning environment in a safe, orderly and clean manner; maintain recreational and instructional materials in good working order; supervise that the youth clean up after themselves. E
- Perform a variety of clerical duties in support of classroom activities such as preparing, duplicating and storing instructional materials, log student in and out of classroom as directed; maintain student materials as assigned.
- Assist with snack and lunch time as assigned.
- Attend assigned professional staff meetings and conferences. E
- Perform other duties as assigned.

Note – Task statement coded with letter “E” are essential elements of position in this class pursuant to the Americans with Disabilities Act. 1990.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic principles and practices of pre-and adolescent development.
- Group management principles and practices for middle school youth.
- Safe practices in classroom and playground activities.
- Basic subjects taught in District schools, including English, mathematics, computer use, science and social science.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of standard office and classroom equipment.

- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record keeping techniques.

Ability to:

- Actively listen to students, other staff, and their parents.
- Appropriately resolve interpersonal youth conflict.
- Flexibly work with other adults within a scheduled or informal environment.
- Remain calm and rational while working with middle school youth and their parents.
- Organize time in order to maintain the flow of the program.
- Ability to use a cell phone, walkie-talkie, computer, and common classroom equipment.

QUALIFICATIONS

Experience

Prior experience in an instructional capacity in a middle school education program.

Education

Graduation from High School and forty-eight (48) college/university semester units.

CONDITIONS OF EMPLOYMENT

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.