

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE:**        **Instructional Aide**

**DEFINITION:**

Under the immediate supervision of a classroom teacher or school administrator, provides instructional, behavioral and clerical support in the classroom of a juvenile court or community school.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL FUNCTIONS:**

Orients and provides instructional assistance to individuals or small groups of students.

Assists teachers with planning and implementing a program of instruction that is consistent with the school's philosophy, goals and objectives.

Assists teachers in creating purposeful and appropriate lesson plans designed to meet the individual needs of students.

Assists students in locating and using educational materials and equipment, such as computers.

Tutors individuals and small groups of students in various subject areas.

Assists with creating a classroom environment conducive to learning by employing effective pedagogical and behavioral supports.

Monitors and assesses student progress through observations and formative assessments.

Shares responsibility during the school day for supervision of all students in all areas of the school.

Monitors the school campus

Monitors student pick-up and drop-off locations as needed.

Provides supervision and appropriate conflict diffusion strategies of students when circumstances require a brief absence from the classroom.

Provides support for students exhibiting behavioral challenges.

Sets up bulletin board and other classroom displays.

Operates audiovisual and other multimedia equipment.

Administers tests to students and posts test results.

Scores papers and posts scores to student records.

Supervises and performs clean-up activities.

Assists in preparing instructional materials.

Delivers teaching materials and supplies to classrooms.

Assembles, sets up, and installs new equipment.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties as required.

**CLASS TITLE: Instructional Aide**

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

In order to satisfy the paraprofessional requirements of the NCLB Act, applicants must meet one of the following requirements:

- Completed at least 2 years of study at an institution of higher education;
- Obtained an associate's (or higher) degree;
- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading (or readiness), writing (or readiness), and mathematics (or readiness).

**EDUCATION AND EXPERIENCE:**

In addition to meeting the NCLB requirement for employment detailed below. Applicants must have completed college-level course work in general academic subject areas such as math, science, and English, and work experience in a school or other educational environment.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

General high school academic subject areas (math, science, and English)

The operation of audiovisual and multimedia equipment

**ABILITY TO:**

Establish and maintain rapport with all youth including difficult, troubled, and resistant youth

Interact effectively with youth of varied ethnic/cultural backgrounds

Communicate effectively orally and in writing with students, parents, staff, and partner agencies

Follow oral and written instructions

Tutor individual students and small groups

Effectively utilize problem-solving and conflict-resolution skills

Quickly learn to operate computers and software associated with the instructional program

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

Duties are typically performed in a school setting.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

Established: 12/76

Revised: 7/86, 4/93, 2/07, 07/08, 3/14