

Position: Instructional Aide I**School/Department: School Site****Reports To: Program/Site Administrator****Pay Grade: 8**

SUMMARY

Works in a classroom setting supporting teachers by providing instructional assistance to individual or small groups of students in grades TK-8. Provides clerical and other classroom support services to teachers. Assist Teachers in the direct care and supervision of the students in a classroom. Maintains and prepares classroom materials, attendance, records, and student files. May provide instructional assistance to individuals or small groups of students. Instructional aides must comply with State competency testing to qualify for the position. Basic Skills Testing to qualify for the position.

NATURE AND SCOPE

Works under general supervision of the classroom teacher. Follows well-defined guidelines, policies and written procedures. Exercises patience, tolerance and objectivity when working with individuals or groups of students. Uses judgment to determine students' needs and when to seek assistance from instructor or other staff. Work is in a classroom setting or outside supervising recreational activities. Work is performed in a classroom or small group environment where there is moderate exposure to communicable disease and hygiene needs of young children.

DISTINGUISHING CHARACTERISTICS

This is an entry level position in the Instructional Assistant series. Instructional Assistants-General Ed provides assistance to teachers and students in a TK-12 general education classroom setting.

ESSENTIAL TYPES OF DUTIES (Examples)

- Assists certificated teacher with the presentation of learning materials and instructional exercises. Assists teaching staff in conducting lessons and other classroom activities. Prepares for and assists with various classroom projects. Cleans up after classroom projects.
- Works with individual or small groups of students. Listens to and reinforces instructions given by teacher in reading, spelling, math or other subjects.

- Observes and manages the behavior of students according to approved procedures. Reports progress regarding students' performance and behavior. Evaluates student progress in a wide variety of skills.
- Assists in maintaining order among the children in the classroom and on the school grounds. Supervises students as assigned in the classroom, playground, cafeteria or at various school-wide activities such as field trips and assemblies.
- Prioritizes tasks and exercises good time management and organizational skills.
- Assists staff with the preparation of instructional and testing materials. Administers and scores tests, corrects papers, assists in preparation of graphic and written teaching materials as directed by the instructor.
- Performs a variety of clerical duties such as preparing instructional materials, scoring papers, maintaining records (data entry) and files classroom materials.
- Assists students by providing proper examples, emotional support, a friendly attitude and general guidance. Assures the health and safety of students by following prescribed health and safety rules of the District.
- Assists teaching staff in assessing programs and materials to meet the needs of the children. Collects, assembles and distributes textbooks, learning package materials, supplies, equipment and other resource materials.
- Prepares bulletin board materials and decorates the classroom. Assists in maintaining a neat, orderly and attractive learning environment. Sets-up and operates audiovisual equipment, computers, copying machines and other related equipment that serve as aids in or to the instructional program.
- Have a broad range of general level skills and knowledge in order to provide basic instruction, clerical services, and use classroom management techniques in small and large groups.
- Performs related duties and responsibilities as required to accomplish the objectives of the position

QUALIFICATIONS

Knowledge and Skills: Knowledge of the basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading sufficient to assist students with individual or group studies. Strong communication skills to interact with students, teachers, parents and other faculty and staff. General knowledge of basic clerical and record keeping processes.

Abilities: Ability to perform the essential responsibilities and work tasks of the position. Demonstrated ability to understand and interpret teachers' instructions in order to assist in instruction of children. Ability to understand the needs and differences of children and to reach and motivate them. Requires the ability to balance emotional support and exercise good judgement when dealing with behavioural problems. Ability to perform clerical and classroom support duties with minimum supervision.

Physical Abilities: Requires sufficient arm, hand, finger dexterity in order to operate keyboard, and other office equipment. Requires visual acuity to read words, numbers. Requires lifting of light to moderate objects on an occasional basis. Requires ambulatory ability to go to different locations. Requires the ability to take precautions against a nominal exposure to health and safety risks. Requires speaking and hearing to communicate in person or over the phone.

Experience and Training: Completion of High School or equivalent (GED) with additional training in education or a related field. Specific experience in working with children in a classroom or other organized setting desired. Must pass District's Basic Skills Test applicable to the position or, provide college level transcripts in English and Math. To receive the Bilingual Stipend (Spanish), you must take and pass the District Bilingual Test.

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