

Position: Title I Aide**School/Department:** K-8 Instructional**Reports To:** Program/Site Administrator**Grade:** 10

SUMMARY

Works in a classroom setting supporting teachers by providing specialized or direct instruction to individual or small groups of students in grades K-8. Provides clerical and other classroom support services to teachers. Assists teachers in maintaining student discipline and student assessment. Arranges supplies, materials and equipment for student use. Instructional aides must comply with State competency testing and federal No Child Left Behind standards to qualify for the position.

NATURE AND SCOPE

Works under minimal supervision of classroom teacher. May be required to work independently by supervising the classroom and students in absence of teacher. Often required to support more than one teacher and classroom. Required to have a broad range of general level skills and knowledge in order to assist with basic instruction, clerical and support services. Helps maintain classroom discipline procedures. 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 the entry-level specialist instructional aide position working with individual or small groups of students.

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 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.
- Monitors classroom activities when the teacher is absent from the room. Accompanies students going from one location to another. Exercises appropriate discipline procedures when applicable.
- 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, recording grades, taking roll, maintaining records (data entry), files and word processing 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 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.
- May assist students with personal hygiene matters, which could involve assisting with lavatory and other personal care activities.

QUALIFICATIONS

Knowledge and Skills: Basic knowledge of child development principles and practices. 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 and be sensitive to the needs and differences of children and to reach and motivate them. Requires the ability to balance emotional support and discipline to deal with behavior 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). Minimum A.A. Degree or completed at least 48 semester units of college coursework. Specific experience in working with children in a classroom or other organized setting desired.