

INSTRUCTIONAL AIDE-ADULT SCHOOL

DEFINITION

Under immediate supervision, to assist an Adult School instructor by performing a variety of general classroom, shop, and routine clerical duties; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This position is established to assist instructors in their instructional duties in large classes and to relieve them of clerical and routine details, which are non-instructional in nature. The aide will be assigned to a specialized subject area including but not limited to the following:

Automotive Care & Maintenance	Furniture Repair	Photography
Automotive Tune-up, Minor	& Refinishing	Physical Conditioning
Bookkeeping	Home Decorative Arts	Remedial Reading
Care & Repair of Mechanical	Hospital Attendant	Secretary Skills
Clocks	Independent Study Lab.	Sewing
Career Center	Lapidary	Speed Reading
Cashier (Grocery)	Leathercraft	TV Circuitry &
Ceramics	Library Usage &	Repair
Chemistry	Individual Study	Typing
Court Reporting	Motorcycle Maintenance &	Vocational Skills for
Data Processing	Repair	the Handicapped
Drug and Alcohol	Needlecraft	Upholstery
First Aid	Office Occupations	Weaving
Floral Techniques	PBX	Welding
		Woodshop

EXAMPLES OF DUTIES

Assists instructor by performing routine classroom, shop, and clerical duties; assists and supervises students on an individual or group basis as assigned; issues supplies and equipment; sells supplies to students; inspects equipment; scores tests; stores incoming materials and keeps a perpetual inventory of supplies; maintains records; may make minor repairs on equipment; supervises and assists students in general classroom or shop clean-up.

REQUIRED QUALIFICATIONS

Knowledge of:

Equipment used in specialized area of assignment;
General classroom and shop operating procedures.

Ability to:

Perform general clerical duties incidental to classroom or shop operation;
Assist in greeting and orienting new students;
Understand and follow oral and written directions;
Understand student needs;
Establish and maintain cooperative and effective working relationships with students;
Perform safety check on equipment;
Operate equipment used in specialized area.

Experience:

Experience on the job or in a classroom instructional program related to the specialized area is preferred.

Education:

Completion of the tenth grade or equivalent; completion of one or more courses in the area of specialization is desired.