



JOB DESCRIPTION

Position Code: 418
Classified Group: CSEA
Salary Range: 7
Work Days: As Needed
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POSITION TITLE: Non-Instructional Support Aide

DEFINITION: Under general direction, provides non-instructional assistance to the teacher and other classified staff to meet Early Childhood Education program requirements and to support the unique individual needs of students in the classroom; must be kind, helpful, professional, creative and a self-starter; may provide child care services during training programs or meetings.

DIRECTLY RESPONSIBLE TO: Administrator or other assigned manager/supervisor

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Assists assigned classroom teacher with non-instructional duties during classroom hours.
2. Sets up classroom for the day.
3. Takes bikes/toys out as directed by assigned teacher.
4. Picks up already prepared meals from the cafeteria.
5. Sets up tables, places/distributes prepared foods on tables and assists with cleanup.
6. Supports teacher in drills, activities and outside recreation.
7. Sanitizes toys.
8. May prepare formula and baby food.
9. May do laundry.
10. May assist the assigned classroom teacher in maintaining classroom behavior.
11. May monitor children in a child care setting.
12. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of education and experience equivalent to graduation from high school that provides the knowledge, skills and abilities to perform the job function.

Knowledge, Skills, and Abilities:

- Ability to effectively monitor and support students in non-instructional activities
- Ability to understand and follow verbal and written instruction
- Ability to meet schedules and timelines
- Ability to work with young children in an accepting, positive manner
- Ability to work effectively with all levels of district staff and students
- Ability to analyze situations and adopt an effective course of action
- Ability to make minor decisions within the framework of established guidelines
- Ability to communicate both verbally and in writing with administrators, staff, and students
- Ability to maintain regular and punctual attendance

WORKING CONDITIONS:

Work Environment:

- Indoor classroom environment
- Outdoor playground environment
- Moderate noise
- Continuous contact with students and staff

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about school and facilities to conduct work, including walking, standing, sitting, reaching with arms and hands, climbing, balancing, stooping, kneeling, crouching, crawling, or remaining in a stationary position for long periods of time
- Lift or move objects and students with assistance.

Hazards:

- Outdoor weather conditions
- Exposure to and contact with blood and other bodily fluids

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 1/23/2018