

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SUMMER CAMP INSTRUCTIONAL AIDE

BASIC FUNCTION:

Under the direction of the District Administrator of Expanded Learning, Summer Camp Instructional Aide supports teachers for the day-to-day instruction and supervision of student campers in their assignment; assist teachers with their class(es) within assigned instructional rotations; should be passionate and enthusiastic about working with students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Highly organized, self-starter

To interact, initiate, and encourage the campers in the activities during the day.

To help the campers control behavior using a positive, appropriate approach; making sure that the techniques are consistent.

Provide supervision during break and meal times; to help the children learn appropriate social skills.

To maintain good communication with parents.

To assist the teacher in planning activities for the group and to offer suggestions and information about the campers.

To develop a cooperative and supportive attitude within the classroom.

To assist the teacher in record keeping by passing on observations regarding the camper's health, behavior, and development.

To aid the teacher in the maintenance of the classroom as a clean, organized, and interesting place for the campers to spend time.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Knowledge of and expertise in K-8.

ABILITY TO:

- Relate joyfully and sensitively to campers.
- Evidence of enough security and judgment to handle a crisis situation.
- Evidence of emotional maturity and stability.
- Sensitivity to camper's individual needs.
- Use appropriate and positive discipline.
- Dependability
- Flexibility
- Arrive on campus promptly and remain with campers during camp hours.
- Promptly notify administration if absences are required.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to:
- Knowledge of and expertise in K-8.
- Current Instructional Aide in the Dinuba Unified School District.
- Previous experience teaching summer school.

LICENSES AND OTHER REQUIREMENTS:

- Valid First Aid and CPR certification.

WORKING CONDITIONS:

ENVIRONMENT:

- Classroom environment.
- Constant interruptions.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.