TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Instructional Aide **CLASSIFICATION: Classified**
DEPARTMENT: School Administration

FUNCTION

Under the supervision of a teacher assists in various classroom functions of the nature of clerical and instructional duties; performs other related tasks.

WORK PERFORMED

- Assists teachers in various clerical functions.
  - Takes rolls of attendance
  - Collects, records and transmits various data of the nature of lunch census, completes forms and applications for testing and other censuses
  - Designs, fabricates and posts materials to bulletin boards and other display
  - Types various materials as required
  - Copies, duplicates and stencils other data
- Assists teachers in proctoring tests and make-ups.
  - Distributes and collects tests
  - Administers tests occasionally
  - Records, collates and disposes of tests
- Assists or directs classroom and playground activities.
  - Applies discipline as required
  - Reports cases requiring attention to teacher
  - Administers first aid if required
- Assists in ordering classroom materials of the nature of texts, audio/visual materials and supplies.
- Assists teachers in tutoring special groups in various subject matter of nature of reading, mathematics, spelling, and writing.
  - Conducts sessions with students of the nature of rote drilling
  - Grades and/or reports results to teachers

ADDITIONAL CONSIDERATIONS

Equipment:
Typewriter, copiers, mimeographs, duplicators, adding and calculating machines, audio/visual and laminating equipment

Special Materials:
Matrices, inks, fixatives, and plastics

Surroundings:
Typical classroom environment with average school/office noise and interruption level. Sits – 35% - Stands walks, stoops, etc. - 65%.

Hazards:
Light lifting (30 lbs)

COMMENTS

Must have ability to relate and work with students. Must be able to follow explicit instructions regarding tutoring and not vary.

Supervision Exercised:
Moderate to students

Supervision Received:
Moderate to heavy

QUALIFICATIONS

12 years education, typing and prior experience preferred

OJT

1 year