



Romoland School District

JOB DESCRIPTION

INSTRUCTIONAL AIDE-TRANSITIONAL KINDERGARTEN

SUMMARY

Under the supervision of an assigned administrator and the daily direction of the classroom teacher, assist in supporting the care, supervision, and instruction of students in the transitional kindergarten (TK) classroom.

Examples of Duties

- Assist in the instruction of individual or groups of students; reinforce teacher lessons and instruction in multiple subject areas.
- Collaborate with the teacher to adapt classroom work and behavioral strategies to meet the needs of individual students.
- Assist with the continuous evaluation of student progress including the administration and scoring of assessments and student work.
- Assemble, prepare, copy, and distribute classroom lesson materials and visual aids.
- Assists in providing a safe learning environment through continuous supervision of assigned students in the classroom, cafeteria, school grounds, drop off and pick up areas, and community outings. This includes working with students during Physical Education instruction.
- Monitor and redirect student behavior.
- Assist in student activities such as drills, practices and exercises; utilize flash cards, phonics and other materials; monitor and report student progress and performance.
- Assist with the distribution and accounting for textbooks, equipment and other instructional materials within the classroom.
- Read books to students and observe reading abilities; assist students with letter and word pronunciation and recognition; assist students with writing exercises and assignments.
- Operate a variety of classroom and office equipment such as a computer, calculator, laminator, copier, and paper cutter.
- Support the maintenance of a safe, orderly and clean learning environment; assist in preparing exhibits, displays and bulletin boards.
- Assist with classroom support duties such as answering phones and maintaining student logs and folders and organizing student work.
- Following established health and safety practices and regulations.
- Participates in professional learning opportunities.
- Support students with the following of age appropriate health and safety practices.

- Monitors and assists students in the use of adaptive devices such as wheelchairs, speech synthesizers, and hearing aids.
- Perform related duties as assigned.

QUALIFICATIONS/ KNOWLEDGE OF

- Understanding of early childhood education guidance principles and practices.
- Understands the need to maintain student confidentiality.
- Understands safe practices in classroom and playground activities.
- Understands basic academic skills including math, reading, writing, grammar and spelling.
- Understands basic instructional methods and techniques.
- Understands classroom procedures and appropriate student conduct.
- Interpersonal, oral, and written skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Experience: Two years paid or volunteer experience working with elementary age children in an education setting.

Education: Completion of 48 semester units at institutions of higher learning, possess at least an AA degree, or pass a District proficiency test. Candidate should be English proficient.

Physical Demands and Working Conditions:

- Visual ability to read materials that are handwritten, typed, or displayed on the screens of various office equipment and machines. E
- Vision which allows accurate observation from a distance. E
- Able to hear normal range verbal conversation (approximately 60 decibels). E
- Able to sit, stand, stoop, kneel, bend, walk and run. Ability to move around and sit on the floor to assist students. E
- Able to sit for sustained periods of time. E
- Able to climb slopes, stairs, steps ramps and ladders. E
- Able to lift up to 35 lbs frequently, and 50 pounds occasionally. E.
- Able to carry up to 35 lbs frequently, and 50 pounds occasionally. E
- Able to push, pull and drag objects weighing up to 50 lbs. E
- Able to sustain strenuous manual labor for 1.5 hours. E
- Able to perform an assisted lift up to 100 lbs. E
- Able to exhibit full range of motion for shoulder rotation. E.
- Able to exhibit full range of motion for shoulder abduction, adduction, and extensions. E
- Able to exhibit full range of motion for elbow flexion and extension. E
- Able to exhibit full range of motion for back lateral flexion. E
- Able to exhibit full range of motion for knee flexion. E
- Able to demonstrate manual dexterity necessary to operate classroom equipment in a safe and efficient manner. E

Assigned duties can be modified to accommodate some physical restrictions. Essential physical requirements, which the candidate must possess, are indicated with an "E".

EMPLOYMENT STATUS:

- Classified Bargaining Unit Position
- Schedule 220, Row 9
- 181 Day Work Calendar