

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Instructional Aide – After School Tutorial/21st Century
Reports to: Site Administrator

Classification: Classified
FLSA: Non-Exempt
Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

Some experience with elementary age children. (Six post secondary units in Early Childhood Education, Child Education or Child Development, Recreation or physical education may be substituted for experience).

Education:

Must be “Highly Qualified” (NCLB Compliant) having a high school diploma or equivalent and one of the following:

- 2 years of study equal to 48 units
- Associates or higher degree
- Ability to pass the instructional aide proficiency test.

SUMMARY

Under the direction of the school site administrator and the supervision of the Tutorial Site Director, assists in the direct care and supervision of elementary students and assists the teacher in routine clerical duties.

SPECIFIC RESPONSIBILITIES

1. Assists site director as needed.
2. Assists director in maintaining classroom discipline; organizes activities, play and homework.
3. Gives each child individual and special attention each day; responds to each child’s particular needs and characteristics.
4. Sets up and arranges supplies and equipment in the classroom as directed.
5. Prepare, distribute and assist with clean up of snacks.
6. Prepare teaching aids, charts, and bulletin boards as directed.
7. Responsible for the daily playground activities; prepares daily lesson plan to turn in monthly.
8. Responsible for daily clean up of site room.
9. Perform other related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess the personal characteristics generally recognized as essential for public employees including integrity, initiative, dependability, courtesy, good judgment, and ability to work cooperatively with others.

Knowledge of:

- Basic methods used in instruction as well as basic first aide.

Description

IA.tutorial

08/18/99

Ability to:

-Understand and apply rules and procedures and to follow direction; to work flexible hours (2 to 3.5 hours per shift).

PHYSICAL ABILITIES

Light to moderate physical effort; frequent standing or walking; periodic handling of lightweight parcels for supplies.