

Position Title: School Aide

Position No: 10366780

Position Type: Full-Time / Part-Time, 10- or 11- months

Classified Salary Schedule: Group 1

Classification: Non-Exempt

Reports To: School Principal / Classroom Teacher

Position Overview

The **School Aide** works under the guidance of a credentialed teacher and school administration to support student learning, positive behavior, classroom operations, and Expanded Learning Opportunities Program (ELOP) activities. This role focuses on providing small-group and one-on-one instructional support, reinforcing learning concepts, assisting with classroom management, supervising students, and ensuring a safe, structured, and positive environment across all campus settings and during ELOP programming.

Primary Duties & Responsibilities

1. Instructional Support

- **Direct Instruction:** Lead one-on-one or small-group learning activities to reinforce teacher-directed lessons in reading, writing, mathematics, and other core subjects.
- **Accommodations & Modifications:** Assist in implementing accommodations and adaptations for diverse learners according to student needs or learning plans.
- **Progress Tracking:** Observe student work, assist in administering routine assessments, and record data on student progress to share with the lead teacher.

2. Classroom Management & Environment

- **Behavior Support:** Assist in maintaining a positive learning environment by implementing classroom rules, schoolwide expectations, and positive behavior support strategies.
- **Material Preparation:** Help prepare, organize, and sanitize instructional materials, learning stations, and educational media for daily activities.
- **Classroom Setup:** Assist with maintaining an orderly, safe, and welcoming classroom space.
- **Student Engagement:** Encourage student participation, independence, responsibility, and positive interactions with peers and adults.

3. Student Supervision & Safety

- **Campus Oversight:** Supervise students during non-instructional times, including recess, lunch periods, transitions, assemblies, school arrival and dismissal, and other assigned activities.
- **Active Supervision:** Maintain appropriate visual and active supervision of students and respond promptly to student needs, behavioral concerns, or safety issues.
- **Safety Protocols:** Follow all school health, safety, emergency, and student supervision procedures.
- **Student Accountability:** Assist with ensuring students are in their assigned locations and follow established procedures for transitions, dismissal, and student release.

4. ELOP Programming & Supervision

- **ELOP Supervision:** Work with and actively supervise students participating in the **Expanded Learning Opportunities Program (ELOP)** before and/or after the regular instructional day and during other scheduled ELOP programming.
- **Activity Support:** Assist with and, when assigned, lead ELOP activities such as academic support, enrichment, recreation, arts and crafts, games, outdoor activities, gardening, cooking, and other program offerings.
- **Student Engagement:** Encourage students to participate appropriately in ELOP activities while promoting cooperation, responsibility, positive behavior, and inclusion.
- **Behavior Management:** Implement schoolwide behavioral expectations and positive behavior support strategies consistently during ELOP programming.
- **Safety & Supervision:** Maintain active supervision of students throughout ELOP, including during activities, snack periods, outdoor recreation, transitions, and dismissal.
- **ELOP Procedures:** Follow established ELOP procedures related to student attendance, sign-in/sign-out, authorized pickup, dismissal, and student safety.
- **Program Support:** Assist the ELOP Lead with preparation, setup, cleanup, organization of materials, and implementation of daily ELOP activities and special programming.
- **Team Collaboration:** Work cooperatively with the ELOP Lead and other ELOP staff and follow the direction of the ELOP Lead regarding daily program activities, assignments, schedules, and student supervision.
- **Special Programming:** Assist with ELOP activities that may occur on minimum days, intersession days, field trips, special events, or other expanded learning days as assigned and within the employee's work schedule.

5. Team Collaboration & Communication

- **Teacher Collaboration:** Consult with classroom teachers regarding student performance, behavior, and instructional needs.
- **ELOP Collaboration:** Communicate with the ELOP Lead and other program staff regarding student needs, behavior, safety concerns, and daily program operations.
- **Staff Teamwork:** Work collaboratively with teachers, administrators, instructional aides, ELOP staff, and other school personnel to provide consistent support for students throughout the school day.

- **Professional Communication:** Maintain confidentiality regarding student records and personal information in accordance with FERPA and school policies.
- **Professional Conduct:** Maintain positive, respectful, and professional interactions with students, families, staff, and community members.

Qualifications

Education & Certifications

- **Education:** High School Diploma or equivalent **AND** one of the following:
 - Associate's Degree (or higher) from an accredited institution, **OR**
 - Minimum of 48 semester units of higher education coursework, **OR**
 - Passage of a local, state-approved Paraprofessional Knowledge & Skills Assessment.
- **Clearances:** Valid FBI/DOJ Background Clearance and Tuberculosis (TB) Risk Assessment/Clearance.
- **Certifications:** Current CPR and First Aid Certification (or willingness to obtain within 30 days of employment).

Knowledge, Skills, & Abilities

- **Core Aptitude:** Proficiency in basic reading, writing, and mathematics concepts.
- **Student Supervision:** Ability to actively supervise groups of students in classroom, recreational, outdoor, and expanded learning environments.
- **Behavior Support:** Ability to implement established behavior expectations and respond calmly and appropriately to student behavioral needs.
- **Activity Facilitation:** Ability to assist with or lead age-appropriate academic, enrichment, recreational, and ELOP activities under the direction of designated staff.
- **Interpersonal Skills:** Patience, empathy, and strong communication skills needed to build positive relationships with children and collaborate effectively with staff.
- **Flexibility:** Ability to adapt quickly to changing daily routines, student needs, classroom priorities, and ELOP activities.
- **Dependability:** Punctuality and consistent attendance to maintain stable support and supervision for students.
- **Teamwork:** Ability to accept direction and work collaboratively with credentialed teachers, the ELOP Lead, administrators, and other school personnel.

Physical Requirements

- Ability to stand, walk, sit, bend, kneel, and crouch regularly throughout the workday.
- Ability to actively supervise students during indoor and outdoor instructional, recreational, and ELOP activities in varying weather conditions.
- Ability to participate in and supervise age-appropriate physical and recreational activities.

- Ability to lift, move, or carry classroom, recreational, and ELOP equipment and supplies up to 30 lbs.

Note: This job description outlines the primary functions of the position but is not intended to be an exhaustive list of all responsibilities. Duties and assignments may vary based on student, classroom, ELOP, and school operational needs. The Superintendent/Principal may assign additional duties consistent with the position to support the effective operation of Spencer Valley School and its programs.