

INSTRUCTIONAL AIDE

DEFINITION

Under general supervision, performs a variety of instructional and routine clerical duties designed to free the instructor from routine work related to the program; and performs related work as required.

CLASS CHARACTERISTICS

Positions in this class are established principally to relieve teachers of certain instructional tasks and routine details. Incumbents perform their tasks with initiative and independent judgment within a limited number of standardized procedures. In addition to or in lieu of classroom assignments, incumbents may be assigned to learning or resource centers and special learning programs, or to handle routine details of program implementation. The duties below are representative of the collective duties of positions in this class; however, no one position will normally perform all of these duties.

EXAMPLES OF DUTIES

Listens to, tutors, and drills individual students and/or groups of students in reading, language, math, and other subjects according to instructions and guidance from a teacher. *E*

Works with individuals, small groups, or entire class in presenting routine instructional materials. *E*

Supervises activities of students in the classroom or learning center, on field trips, and during fire and earthquake drills. *E*

Researches and prepares instructional and motivational materials such as vocabulary lists, worksheets, awards, and displays. *E*

Administers and scores tests; corrects and scores classroom and homework assignments; records grades. *E*

Answers the telephone and takes messages. *E*

Maintains routine informational and operational records. *E*

Composes letters and notices; types and/or duplicates a variety of instructional, motivational, and informational materials as assigned. *E*

Assembles and distributes packets of informational material. *E*

Takes roll and keeps attendance records. *E*

EXAMPLES OF DUTIES (cont.)

Operates a variety of equipment such as a typewriter, mimeograph, and duplicating machine; operates audio-visual equipment. *E*

Assists in the maintenance of classroom discipline. *E*

Observes progress and behavior of students and confers with teacher(s) accordingly. *E*

Contacts parents regarding students' progress, behavior, problems or needs as assigned. *E*

Assists parent volunteers in the classroom. *E*

Attends monthly aide meetings, school and District in-service meetings. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. General needs and behavior of high school students;
2. Motivational techniques;
3. District and school policies and procedures;
4. Modern office equipment and procedures;
5. English usage, spelling, grammar, and punctuation;
6. Basic math, library, research, reading, and composition skills;
7. Simple record keeping; and
8. General principles of supervision and training.

Ability to:

1. Understand the needs of and possess a genuine liking for high school students;
2. Converse and deal tactfully and effectively with students/parents in sometimes stressful situations;
3. Use good judgment in exercising initiative in performance of duties and recognizing scope of authority;
4. Communicate effectively with students, parents, teachers, and other staff members;
5. Read and understand pertinent information, procedures, and functions quickly to apply them without immediate supervision;
6. Operate a typewriter and computer;
7. Operate audio-visual equipment;
8. Determine sensitivity and confidentiality of information/communications and retain that confidentiality;
9. Maintain simple records;

Ability to: (cont.)

10. Understand and carry out oral and written instructions;
11. Establish and maintain effective relationships with those contacted in the course of work;
and
12. Perform simple and repetitive tasks.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. Post-secondary education is desirable.

EXPERIENCE

Some experience in working with high school students.

WORKING CONDITIONS

Environment:

Classroom environment.

Physical Abilities:

Seeing to monitor student behavior during classroom activities; hearing and speaking to exchange information related to classroom assignments; bending at the waist; kneeling, standing, and walking for extended periods of time.

Revised: 7/81