

## **INSTRUCTIONAL AIDE I (DISTRICT)**

CL:8

### **DEFINITION**

This paraprofessional position is performed under the direction and supervision of classroom teachers or other appropriate certificated personnel. Instructional aides provide a variety of services in support of the instructional program, not to include planning instruction, introducing of teaching new concepts, or evaluating student achievement to the extent of assigning or reporting student grades.

### **DUTIES**

Tutors individual pupils or groups of pupils; Arranges bulletin boards and other displays; In the temporary or indirect absence of the classroom teacher, supervises pupils in the classroom and resource programs; Following the teacher's plan, prepares and assists in instructing pupils in the use of a variety of supplementary instructional materials and audiovisual aids; Administers, scores, and records grades of tests; Oversees and performs clean up activities; Supervises pupils at assemblies, on field trips, and in the play areas; Maintains class rolls, attendance, and other records as directed; Operates audiovisual equipment; Participates in staff development programs as directed; May transport pupils or parents to the home, school, or community service agencies for conferences and consultations when other transportation is unavailable; May accompany pupils on buses during field trips and provide instruction while en-route; Establishes, maintains, and/or supports standards of personal conduct and discipline in accordance with the current discipline policy approved by the board of education; Performs other duties reasonably related to the job class.

### **MINIMUM QUALIFICATIONS**

**KNOWLEDGE:** Knowledge of the application of instructional/tutorial procedures and practices.

**ABILITY:** Enthusiasm for and interest in the instructional program; Ability to communicate with and understand the needs of pupils; Ability to work harmoniously with the public, pupils, and staff; Personal appearance, grooming, and language patterns which will provide a satisfactory example to pupils; Ability to follow written and oral instructions. In some cases, this position may require a rudimentary ability to read, write, and compute in Spanish. However, all persons aspiring to this position are required by the district's Educational Master Plan to demonstrate a minimal level of proficiency to read, write, and compute in English.

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**EXPERIENCE:** None required.

**EDUCATION:** High School diploma or equivalent required; two years of study (48 semester units) at an institution of higher education or an A.A. Degree or higher. Employees using college credits or AA Degree for eligibility for the position will be paid on Step 8 of the Classified Salary Schedule and will not be able to use these college credits or degree for purposes of Professional Growth increments.

**NORMAL TERMS OF SERVICE**

Six hours per work day, ten months per year.

**IMMEDIATE SUPERVISORS(S)**

\*Classroom Teachers  
School Resource Teachers  
School Principal

\* Classroom teachers utilizing an instructional aide on a regular and routine basis will submit concurrent evaluation reports to the school principal as directed.

**REPORTING SUPERVISOR**

School Principal

**REVIEWING OFFICER**

School Principal