

INSTRUCTIONAL AIDE I

Definition

The Instructional Aide will work under the supervision of the school principal for two to six hours per school day, to assist teachers in the performance of instructional and related duties which have been assigned to the teacher. Instructional Aide services, provided under categorical funds, will be primarily directed to identified target students, appropriate to the funding source.

Essential Duties

1. Check out and receive instructional materials; set up and operate audio-visual aids;
2. Type and duplicate materials; secure source material from the libraries;
3. Correct objective tests and spelling tests; check compositions for errors in mechanics;
4. Record grades; return corrected papers; receive and check homework;
5. Take roll; make seating charts;
6. File; arrange bulletin boards;
7. Help students make up work; help students with individual assignments;
8. Work with special students;
9. Assist with small group discussions; assist with field trips;
10. Perform other duties as directed.

The Instructional Aide may not:

1. Assume sole responsibility for the class;
2. Grade papers that require subjective evaluation by the teacher;
3. Administer discipline; or
4. Assume the total instructional responsibility for instruction of students in any subject.

Qualifications

Ability to:

1. Read orally with a clear and pleasant voice;
2. Physically work with active young people;
3. Have appearance and mannerisms that set good examples for the students.

Education:

High school diploma or equivalent

Federal "No Child Left Behind Act" Requirements: AA degree, 48 units of college credit or pass the Fresno County Office of Education Paraprofessional Test

License:

Valid California Driver's License.

INSTRUCTIONAL AIDE II

In addition to the duties and qualifications as described above, must have earned 60 units of college credit.

MIGRANT TUTOR

Same duties and qualifications as described above, but serves only migrant students and participates in Region IV in-service.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear and sometimes stand. Hearing abilities used while performing this job are hearing conversation in a quiet or noisy environment. The employee is occasionally required to stand, walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to push items of 50 pounds, such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work out-put of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Amended: 10/97; Added NCLB requirement 1/24/06