

JOB DESCRIPTION

WU njb 1008

Instructional Services

Washington Union School District

43 San Benancio Road

Salinas, CA 93908

Instructional Aide (General Classroom)

Purpose Statement

The job of Instructional Aide (General Classroom/Physical Education) is done for the purpose/s of under supervision of a classroom teacher, assisting in the supervision of instruction of students; relieving teachers of clerical tasks; and assisting in the preparation of teaching materials.

Essential Functions

- **Adapts** classroom work/teaching aids for the purpose of method to support and/or reinforce classroom/physical education objectives.
- **Administers** tests on the playground for the purpose of assisting teacher evaluating student's progress.
- **Assists** teachers (e.g. listens to and drills students in various subjects, works with individual students or small groups, etc.) for the purpose of implementing lesson plans and other classroom activities.
- **Implements** instructional programs and lesson plans, under the supervision of the teacher, for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- **Maintains** classroom equipment, work area, students' files/records (e.g. clean up after various class projects, entering grades, inventory of supplies, balls, bats, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- **Monitors** individual students and/or small groups of students (e.g. classroom, playground activities, lunch area, library, restroom, etc.) for the purpose of providing a safe and positive learning environment.
- **Performs** record keeping and clerical functions (e.g. teaching materials, correcting papers, grading tests, scheduling, copying etc.) for the purpose of supporting the teacher in providing necessary records/materials.
- **Responds** to emergency situations (e.g. injured student, fights, student running away, animals on playground, strangers, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- **Sets up** classroom for instruction and/or playgrounds (e.g. group games, etc.) for the purpose of assisting the teacher in providing necessary items.

Other Functions

- **Assists** other personnel for the purpose of supporting them in the completion of their work activities.
- **Confers** with teachers as may be required for the purpose of assisting in evaluation of students' progress and/or materials to meet the needs of students.

Job Requirements. – Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math including calculation of fractions, percent's and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and understand complex multiple step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; age appropriate activities; health and safety standards.

ABILITY is required to schedule a number of activities; often gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation. Ability is also required to work with a diversity of individuals; work with data of similar types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is limited; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job includes; adapting to changing priorities; communicating with diverse groups, maintaining confidentiality; working as part of a team; working with frequent interruptions.

Responsibility

Responsibilities include; working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 15% sitting, 35% walking and 50% standing. The job is performed under minimal temperature variations, some hazardous conditions, (e.g. mechanical, cuts, burns, infectious disease, high decibel noise etc.) and in clean atmosphere.

Experience: Job Related Experience is desired.

Education: AA Degree or two years college credit

Required Testing:

Continuing Educ. / Training:

Certificates & Licenses:

Clearances:

Criminal Justice Fingerprint Clearance

TB Clearance

FLSA Status:

Salary Grade: Classified 3