

## JOB DESCRIPTION

WU njb 1010

Instructional Services

## Washington Union School District

43 San Benancio Road

Salinas, CA 93908

### Instructional Aide (General Classroom/Physical Education)

#### 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.
- **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.
- **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.
- **Instructs** students for the purpose of developing their physical skills and abilities.
- **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.
- **Participates** with students in group activities for the purpose of developing student's leadership, teamwork and social skills.
- **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.
- **Prepares** teaching materials for the purpose of implementing lesson plans for physical education activities.
- **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.

#### 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 coordinate a number of factors in the use of 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; leading, guiding, and/or coordinating 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 0% sitting, 75% walking and 25% standing. The job is performed under some temperature extremes, a generally hazard free environment, 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