

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: INSTRUCTIONAL AIDE I

Classification: Range 26

BASIC FUNCTION:

Assist in providing instruction to individuals or small groups of students at an assigned school site; prepare instructional materials and perform a variety of clerical duties as assigned.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Tutor individuals or small groups of students, reinforcing instruction as directed by the teacher.

Prepare materials for classroom use for students; correct tests and other student work and record results in accordance with District policy.

Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.

Monitor and assist students in activities such as drill practice and repetition.

Assist in supervising students in the classroom, on the playground or on field trips.

Perform a variety of clerical duties such as preparation of instructional materials, scoring papers, recording grades, taking role and maintaining records and files.

Provide support to teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting papers and supplies.

Assure the health safety of students by following health and safety rules; assist students regarding the building of self-esteem and development of a value system; assist students by providing proper examples, emotional support, friendly attitude and general guidance.

Guide independent study, enrichment and remedial work set up by the teacher.

Participate in meetings and in-service training programs.

Direct group activities with students as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic child guidance principles and practices.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Reading and writing communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

ABILITY TO:

Assist in providing instruction to individuals or small groups of students at an assigned school site.

Perform clerical duties such as filing, duplicating and maintaining routine records.

Print and write legibly.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Learn the procedures, functions and limitations of assigned duties.

Communicate effectively with children and adults.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Conform to and support the assigned teacher's style of classroom management.

Monitor and discipline students according to approved policies and procedures.

Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent and responsible experience working with youth in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Must possess one of the following:

- a) Completed two years (48 units) of higher education **or**
- b) Obtained an Associates (AA) or higher degree **or**
- c) Passed a formal State or District academic assessment demonstrating knowledge of and the ability to assist in the teaching of Reading, Writing, and Mathematics.

WORKING CONDITIONS:

ENVIRONMENT:

School classroom and playground environment.

PHYSICAL DEMANDS:

Standing for extended periods of time.

Bending at the waist to assist students.

Reaching overhead, above the shoulders and horizontally.

Dexterity of hands and fingers to demonstrate activities and prepare materials.

Board Approved: May 4, 2006