

North County Joint Union School District
500 Spring Grove Road
Hollister, CA 95023

CLASSIFIED POSITION

JOB TITLE: **Instructional Aide**

SALARY RANGE: 15

Description of Basic Functions and Responsibilities

Under general supervision of the teacher and administration, assist in carrying out day-to-day activities in the classroom which may include monitoring activities, enforcing class behavior rules, assisting with projects, supervising bathroom breaks, preparing supplies, teaching small groups, ensuring safety of the students and performing other related activities as needed.

Directly Responsible To: Classroom Teacher

Examples of Duties

1. Assists in planning, preparing and implementing activities
2. Assists instructional personnel in planning courses of study and specific lesson plans.
3. Supervises individual students or small groups of students in practice activities such as mathematics, reading, phonics, writing, and all other subjects.
4. Supervises classroom and playground as directed.
5. Directs students into safe activities and in the development of appropriate social behavior using positive reinforcement strategies and techniques.
6. Prepares instructional and visual aids such as posters, charts, etc.
7. Accompanies students on field trips and monitors student behavior.
8. Administers tests, scores and records test results as requested.
9. Attends meetings and participates in parent conferences as requested.
10. Prepares a variety of reports and correspondence related to assigned functions.
11. Performs other related duties as required.
12. Assists students during classroom activities
13. Assists in all aspects of children's personal needs
14. Assists in decorating and keeping classroom in order
15. Assists in setting up and clearing away all activities and equipment
16. Assists in keeping equipment and facilities clean and well maintained
17. Assists in preparing daily, weekly and monthly schedule of activities
18. Assist in maintaining records as required
19. Assists in implementing disciplinary policies

20. Assists in providing a safe and secure environment for children
21. Attends staff meetings as required
22. Attends trainings as requested
23. Is familiar with emergency and safety procedures
24. Performs routine clerical tasks such as computer operations, filing, photocopying, laminating and phone calls as requested
25. Performs other related duties as required

Required Qualifications:

1. Basic knowledge of child growth and developmental behavior characteristics
2. Ability to communicate effectively, both orally and in writing, with parents and staff
3. Behavior management and motivation strategies and techniques
4. Basic subjects including math, grammar, spelling, and reading
5. Basic office procedures, methods and computer equipment
6. Routine record keeping techniques
7. Basic organizational skills
8. Basic instructional methods and procedures

Training, Experience and Educational Requirements:

1. High School Diploma or equivalent
 2. Two years of study at a college or university(48 units) with twelve (12) Early Childhood Education (E.C.E.) units; or Associate's Degree (Preferred, 12 E.C.E. units required)
 3. Experience with preschool children in a group setting
 4. Ability to work with individuals of diverse educational, socioeconomic, and cultural backgrounds and those with disabilities and special needs
 5. Bilingual ability (English & Spanish) is desirable
 6. Current First Aid/CPR Certificate
-
1. Ability to walk, twist, stoop, crouch, kneel, bend over, grasp, reach overhead, push and pull (4)
 2. Ability to hear and understand speech at normal levels (4)
 3. Ability to read (4)
 4. Ability to communicate so others will be able to clearly understand normal conversation (4)
 5. Ability to grasp and manipulate small objects (3)

6. Ability to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard (3)

Work Environment:

1. Inside and outside
2. School environment
3. Maintain emotional control under stress
4. Ability to deal with both adults and students
5. Busy and occasionally noisy environment with interruptions

Work hazards:

1. Subject to exposure to communicable or infectious diseases

Daily Service: To be determined as needed