

**JOB TITLE: INSTRUCTIONAL AIDE II**

**BASIC FUNCTION**

Under general supervision, to perform clerical record keeping and supportive tasks for instructional personnel; to relieve the instructional staff of routine clerical tasks related to the instructional program; to assist in the conduct of intensified learning experiences; and to do other related work as required.

**ESSENTIAL JOB FUNCTIONS**

- Assists instructional personnel with the presentation of learning materials and in the conduct of instructional exercises
- Tutors individual students and small groups of students to reinforce and follow up learning activities
- Corrects student work, scores, record scores and returns it to students
- Performs a variety of classroom related clerical work including typing, sorting, filing, record keeping, and copying
- Maintains a variety of records and files, including confidential student records and information
- Monitors and assists students in drill, practice, and study activities
- Directs students into safe learning activities and functions, and assists in the shaping of appropriate social behaviors
- Assists in the management of student behavior through the use of positive strategies and techniques
- Prepares and assists in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students
- Establish and maintain working files for teachers and other school personnel
- Types routine teacher prepared instructional materials from rough notes
- Operates and assists students in the operation of a variety of instructional media machines and equipment
- May administer and score a variety of criterion referenced and general aptitude tests, and records the test results
- Requisitions, stores and maintains an appropriate inventory of textbooks, instructional materials, supplies, and equipment
- Assists in maintaining an orderly, attractive, and positive learning environment
- May participate in parent conferences and other student progress report activities
- May assist the general public by answering routine questions and providing information concerning the general services of the school

**JOB REQUIREMENTS – QUALIFICATIONS**

**Skills, Knowledge and/or Abilities Required:**

Skill to:

- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment
- Keyboard at a net correct speed of 30 WPM
- Understand and carry out oral and written directions with minimal supervision
- Prioritize and identify needs and solve problems independently as appropriate

Knowledge of:

- Subject matter in the areas of mathematics, writing and reading as defined by the No Child Left Behind Act (NCLB) of 2001
- Basic concepts of child growth and development, and developmental behavior characteristics
- Student behavior management strategies and techniques
- Modern office methods, practices, and equipment, including micro-computers and computer terminals
- Appropriate English usage, punctuation, spelling, and grammar
- Basic arithmetical concepts
- Routine record management, storage, typing and retrieval systems and procedures

Ability to:

- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, students and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority

**PHYSICAL DEMANDS**

- Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, you must have the ability to do substantially all of these activities. If someone can do light work, we determine that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION REQUIREMENT**

Experience:

One (1) year of paid or volunteer experience working with multi-age groups of children.

Education:

Equivalent to the completion of High School, supplemented by training or coursework in child growth and development, instructional technology, or a closely related field.

**NCLB REQUIREMENT**

Paraprofessionals who assist in classroom instruction and are hired using Title I funds after January 8, 2002, must meet the following requirements:

- Complete (2) two years of higher educational study, or
- Obtain an Associate's or higher degree, or
- Pass a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing and mathematics or mathematics readiness. This local academic assessment is included in the District's written examination for this job classification.

**LICENSE AND/OR CERTIFICATE REQUIREMENT**

- Possession of a Community First Aid Certificate issued by the American Red Cross, including Community CPR training