

JOB TITLE: INSTRUCTIONAL AIDE III – SECONDARY SCHOOL

BASIC FUNCTION

Under supervision, to perform a variety of instructional activities; to assist, in Independent Study or on the secondary level in the conduct of intensified learning experiences; to perform routine clerical and supportive tasks for instructional personnel and the Independent Study center; 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
- Monitors and assists students in drill, practice and study activities as a follow up to the presentation of instructional concepts by instructional personnel
- Operates a variety of equipment and instructional media machines
- Provides computer-assisted instruction in a lab setting
- Assists students in the understanding and use of equipment and software applications
- Tutors individuals and small groups of students to reinforce and follow up learning activities
- Directs students into safe learning activities and functions, and assists in the shaping of appropriate social behaviors
- Assists students 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
- May administer and score a variety of criterion referenced and general aptitude tests, and records the test results
- Requisitions, and stores 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
- Provides instruction in the use and care of computers
- Assists in selection of software
- May perform minor computer maintenance and troubleshooting
- May requisition, catalog and circulate a variety of books and instructional materials utilizing an automated inventory control program and equipment
- May establish and maintain a variety of manual and automated records alphabetical, numerical, and subject matter files and records, including confidential student records and information
- May performs a variety of simple accounting and monitoring functions

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Knowledge of:

- Basic concepts of child growth and development, and developmental behavior characteristic
- Student behavior management strategies and techniques
- Appropriate English usage, punctuation, spelling, and grammar
- Basic arithmetical concepts
- Routine record management, storage, and retrieval systems and procedures
- Operation and use of audiovisual equipment and microcomputers
- Modern office methods, procedures, and techniques, including the use of advanced computer

technology

- Knowledge and use of software utilized in the reading lab

Ability to:

- Demonstrate an understanding, patient, and receptive attitude toward students of various ages
- Communicate effectively in oral and written form in English
- Keyboard or type at a net correct speed of 35 WPM
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment
- Effectively operate and instruct others in the use of instructional media equipment
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment
- Establish and maintain cooperative working relationships with children and adults
- Understand and carry out oral and written directions with minimal supervision
- 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
- Prioritize and identify needs and solve problems independently as appropriate
- 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 medium work, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work. (*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. One (1) year of experience with a personal computer.

Education:

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

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a First Aid Certificate issued by the American Red Cross including CPR
- Typing certificate which demonstrates a minimum net correct speed of 35 WPM