

DELANO UNION SCHOOL DISTRICT

Instructional Aide I - V

Brief Description of Job

Under certified supervision, the aide performs supportive, instructional, and clerical tasks that facilitate implementation of the educational program.

Administrative Relationship

Works under the supervision of a variety of certificated persons as directed by the Assistant Superintendent-Instruction.

Major Duties and Responsibilities

Tutors pupils individually or in small groups, assists in preparation of instructional materials, operates AV and office equipment, assists teacher in marking and recording tests and pupil work, participates in appropriate inservice, may be required to translate and interpret from English to a second language, and from the second language to English with accuracy and proficiency both orally and in writing, may transport children and make home calls.

Performs other related duties as assigned.

Qualifications

Must possess a valid California Driver's License. Must have the ability to communicate well orally and in writing, establish good rapport with children, develop effective working relationships with all members of the school staff, and must demonstrate an ability to tutor children. Must possess the following qualities: integrity, courtesy, good judgement, neat appearance, high moral standards and dependability. Ability to communicate effectively in Spanish highly desirable.

Experience

Prior experience working with children is highly desirable.

Education

Graduation from high school or equivalent. Must pass a District-administered test of basic education skills. Must have (1) completed two years of study at an institution of higher education; (2) obtained an associate's (or higher) degree; or (3) met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Assists instructional personnel with presentation of learning materials and in conduct of instructional exercises;
2. Tutors individual students and small groups of students to reinforce and follow-up learning activities;
3. Monitors and assist students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts by instructional personnel;
4. Directs students into safe learning and play activities and functions, and assists in the shaping of appropriate social behaviors;
5. Assists in management of student behavior through use of positive reinforcement strategies and techniques;
6. May prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students;
7. Operates and assists students in the operation of a variety of instructional media machines and equipment;
8. Assists students with activities to develop small muscle and eye-hand coordination;
9. Administers routine first aid and requests assistance for nonroutine injury or illness;
10. Maintains or assists in maintaining an orderly, attractive and positive learning environment;
11. Participates in parent conferences, as requested;
12. May assist in making community resources available to students and/or families.
13. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

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|---------------|---|----------------|------------------|---|----------------|
| 1. Seldom | = | Less than 25 % | 3. Often | = | 51 - 75 % |
| 2. Occasional | = | 25 - 50 % | 4. Very Frequent | = | 76 % and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations
- 4 b. Ability to stand and circulate for extended periods of time
- 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students
- 4 d. Ability to hear and understand speech at normal levels
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation
- 3 f. Ability to bend and twist, kneel and stoop, run and crawl
- 2 g. Ability to lift at least 20 lbs.
- 2 h. Ability to carry at least 15 lbs.
- 3 i. Ability to reach in all directions

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ **Date:** _____

Authorized Representative: _____ **Date:** _____

The above statements are intended to describe the general nature of level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.