



PERSONNEL COMMISSION

**Class Specification
Salary Range: 10 (C1)**

CLASS CODE

TITLE

0436

INSTRUCTIONAL AIDE

0442

INSTRUCTIONAL AIDE - BL SPANISH

JOB SUMMARY

Under immediate supervision, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; prepare instructional materials and provide routine clerical support; perform related duties as assigned.

EXAMPLE OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; discuss classroom learning activities with teachers to coordinate instructional efforts and to implement instructional programs. **E**
- Perform a variety of clerical duties such as preparing instructional materials, duplicating and distributing materials, recording attendance, collecting monies, completing forms and applications, and maintaining various records and files. **E**
- Assist in classroom organizing activities such as setting up lesson materials, preparing bulletin boards, replenishing supplies, arranging furniture to facilitate instructional needs and creating an orderly and clean classroom environment. **E**
- Tutor or drill students, individually or in groups, following lesson plans developed by the teacher in a variety of academic subjects to explain or reinforce learning concepts. **E**
- Read stories to students; ask related questions to determine if understanding is being attained. **E**
- Provide assistance to, participate with, and monitor students in activities such as games, songs, physical fitness exercises and seasonal sports. **E**
- Correct student classroom and homework assignments such as printing, writing, spelling, punctuation, grammar and math exercises; compute, record scores and return to students. **E**
- Accompany and monitor students in a variety of non-classroom activities including field trips, cafeterias, playgrounds and bus lines; assist with imposing discipline; observe and report student behavior and issues to the teacher. **E**

- Monitor student behavior and maintain order in areas such as the cafeteria and food service lines, playgrounds, computer labs and bus lines; assist with imposing discipline; observe and report student behavior and issues to the teacher. ***E***
- Operate a variety of office and instructional equipment such as a calculator, computer, copier, laminator, telephone, overhead projector, television and DVD player. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure. ***E***
- Attend and participate in meetings, workshops, in-services and training programs. ***E***
- May call parents to arrange appointments and provide approved information about school activities or students; participate in parent conferences as requested.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An Instructional Aide works in a classroom or other learning environment providing instructional support to certificated staff and is present to reinforce the learning capabilities of students. Incumbents in this classification may work with students possessing a physical disability or impairment. The pushing or pulling of a student in a wheelchair, the setting up and/or removing books or other instructional materials on desks or tables, providing incidental hygienic or diapering support characterizes just some of the additional support which may be required. Incumbents in the Instructional Aide— BL Spanish classification perform the essential duties of the class utilizing bilingual skills as necessary.

EMPLOYMENT STANDARDS

Knowledge of:

Child guidance principles and practices.

Safe practices in classroom and playground activities.

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

Basic instructional methods and techniques.

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

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping and filing techniques.

Basic first aid.

Ability to:

Assist with instruction and related activities in a classroom or other learning environment.

Tutor and reinforce instruction to individual or small groups of students as directed by the teacher.

Understand and follow oral and written directions.

Demonstrate understanding and patience toward students.

Adapt to changing circumstances and priorities within the learning environment.

Work collaboratively as an educational team member.

Establish and maintain cooperative and effective working relationships with others.

Interpersonal skills using, tact, patience and courtesy.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Operate standard office and classroom equipment.

Observe health and safety regulations.

Perform clerical duties related to classroom activities such as typing, sorting, measuring, cutting, filing and duplicating.

Maintain routine records and files.

Administer first aid or necessary physical assistance to ill or distressed students.

Education and Training:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

Experience:

Six months of experience working with children in a structured environment.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

Positions in the Instructional Aide - Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test.

WORKING ENVIRONMENT

Classroom, learning center, gymnasium, athletic field, community setting, playground or school bus environment.

The employee may occasionally assist in the cleaning and personal hygiene of students.

PHYSICAL DEMANDS

Selective positions may require the employee to physically assist the student(s).
Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Reaching overhead, above the shoulders and horizontally.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.
May include lifting, pushing, pulling or crawling on the floor.
Walking.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 11/03/1994
Revised: 10/10/2002
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Revised: 6/23/16