

**MOTHER LODE UNION SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Instructional Aide I	<b>REPORTS TO:</b>	Principal
<b>DEPARTMENT:</b>	School Site	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	196 days/1.5 hr/day
<b>BOARD APPROVAL:</b>	3/14/07	<b>SALARY:</b>	Range 2
<b>CSEA APPROVAL:</b>	1/9/07		

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**BASIC FUNCTION:**

Assist in providing instruction to individuals or small groups of students at an assigned elementary school site; prepare instructional materials and perform a variety of clerical duties as assigned.

**REPRESENTATIVE DUTIES:**

- Tutor individuals or small groups of students, reinforce instruction as directed by the teacher. *E*
- Prepare materials for classroom use for students; correct and record tests and record results on student profiles and other records of students. *E*
- Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior. *E*
- Assist in supervising students in the classroom, on the playground or on field trips. *E*
- Perform a variety of clerical duties such as preparation of instructional materials, scoring papers, recording grades, taking role and maintaining records and files. *E*
- Provide support to teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting papers and supplies. *E*
- Operate or learn to operate classroom/lab computer equipment. *E*
- Assure the health safety of students by following health and safety rules; assist students by providing proper examples, emotional support, friendly attitude and general guidance. *E*
- Participate in meetings and in-service training programs. *E*
- Direct group activities with students as assigned. *E*
- Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school.

Prefer one year of experience working with youth in an organized setting.

Coursework in child development, child psychology, and/or education desirable.

Clerical skills-typing filing, etc. desirable.

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#### **LICENSES AND OTHER REQUIREMENTS:**

Obtain CPR/First Aid Certificate

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- General purposes and goals of public education.
- Concepts of child growth and development and child behavior characteristics.
- Correct English usage, punctuation, spelling and grammar.
- Know and use proper form on manuscript and cursive writing.
- Math concepts at the elementary grade level.

##### **ABILITY TO:**

- Demonstrate an understanding, patient, warm, receptive attitude towards children.
- Assist in providing instruction to individuals or small groups of students at an assigned elementary school site.
- Perform clerical duties such as filing, duplicating and maintaining routine records.
- Print and write legibly.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Learn the procedures, functions and limitations of assigned duties.
- Communicate effectively with children and adults.
- Monitor and discipline students according to approved policies and procedures.
- Operate instructional and office equipment.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Work independently with little direction.
- Work well with others.
- Learn new equipment and procedures.
- Work with confidentiality and discretion.
- Print and write legibly.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Elementary school classroom and playground environment.

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**PHYSICAL ABILITIES:**

Standing for extended periods of time; bending at the waist to assist students; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to monitor student activities and behavior; dexterity of hands and fingers to demonstrate activities and prepare materials.

**HAZARDS:**

Blood Borne Pathogens