



Central Union School District
Lemoore, CA

CENTRAL UNION SCHOOL DISTRICT INSTRUCTIONAL AIDES

JOB DESCRIPTION

ESSENTIAL FUNCTION

Assist in the supplemental instruction of SIP, Compensatory, Limited-English Speaking, Non-English Speaking or migrant students and to perform a variety of supportive duties and related work as required.

DIRECTLY RESPONSIBLE TO

Site Principal and Classroom Teacher
or other designated person

IMMEDIATE SUBORDINATES

None

DUTIES AND RESPONSIBILITIES

Instructional aide and duty assistant for the local school site and other related work as required; assist the teacher in motivating, disciplining and training of SIP, Compensatory, Limited-English Speaking, Non-English Speaking or Migrant students; assist the teacher in instructional tasks by working with the individual student and small groups of children; work with specialized instructional materials after in-service is given; perform other assigned duties related to the operation of the classroom; perform other assigned duties related to the operation of the school, i.e. yard duty, cafeteria supervision, monitor office, etc.; assist in preparation of teaching material and learning activities; correct and grade tests with teachers provided criteria and record results; complete documents required for program activities, i.e. tutor log, student profile, cards, etc.; assist in maintaining a neat, orderly and attractive learning environment; establish and maintain cooperative relations with all school personnel, parents, and students; assist with parent contract by telephone or in person; operate various office and classroom equipment, i.e. typewriter, mimeograph machine, copy machines, type recorders, projectors, etc.; and meet regularly with teachers and/or certificated support staff to plan program activities and review materials and assignments.

QUALIFICATIONS

Knowledge of:

The general academic needs of the SIP, Categorical, Limited-English Speaking, Non-English Speaking and/or Migrant Children; cultural background and lifestyle of the on-site students and/or those students assigned to be assisted; correct English usage, spelling, grammar and punctuation, and basic mathematics; major legal and safety requirements effecting the school, i.e. first aid procedures, child protection laws, students' rights, etc.; understands

requirements and legalities of own funding sources; second language acquisition; and language proficiency testing and scoring desired.

Ability to:

Establish and maintain cooperative relations with school personnel, parents, and students; keeps confidences and follows ethic guidelines; effectively relate to children in a bilingual/bicultural atmosphere; effectively relate to children from backgrounds different than own experience; perform routine clerical tasks; understand and carry out oral and written directions; understand and carry out oral and written directions; participate in pre-service and in-service education, conferences or formal classes related to assignment; work independently with children after oral or written directions are received; show initiative when working with children or using materials; demonstrate basic reading and language competency on the Comprehensive Test of Basic Skills (CTBS) or any other appropriate standardized test selected by the District; Pass the High School Proficiency – all subjects areas at 80%; speak Spanish/English or Portuguese/English proficiently desired; write Spanish/English or Portuguese/English proficiently; administer language proficiency tests; and supervise and work with students acquiring English as second Language.

Education and Experience:

48 units of college credit or an Associates of Art degree or higher, 80% or higher on Kings County Office of Education proficiency exam, and one year of successful experience involving contact with children in an instructional capacity in school preferred.

Clearance Information

- o TB Test clearance
- o Criminal Justice Fingerprint clearance

Salary and Work Year Information:

Hourly Salary Schedule: Hourly Aides (Instructional)

Work Year: 180 days, nine (9) month part-time work

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