



Central Union School District
Lemoore, CA

CENTRAL UNION SCHOOL DISTRICT
Specialty Instructional Aide

JOB DESCRIPTION

ESSENTIAL FUNCTION

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or small groups of students in a classroom; prepare instructional materials and perform a variety of clerical duties as assigned; perform specialized health care services and perform standardized procedures as prescribed by a student's physician

DIRECTLY RESPONSIBLE TO

Site Principal

SUBORDINATES

none

PERIPHERALLY RESPONSIBLE TO

Classroom Teacher
School Nurse

DUTIES AND RESPONSIBILITIES

- o Work with a variety of staff in a team effort
- o Provide support in management and discipline of students
- o Prepare materials and instructional settings
- o Implement lesson plans and appropriate modifications as per teacher directive
- o Assist in classroom control by supervising small groups and/or individuals to promote the learning process, according to approved procedures
- o Assist in the preparation of a variety of instructional materials and learning aids for use with individuals, or small groups of pupils
- o Assure the health and safety of pupils by adhering to health and safety practices and procedures
- o Provide basic emergency care as needed, including cardiopulmonary resuscitation or other life sustaining efforts or procedures until medical assistance arrives.
- o Assists a teacher with instruction and presentations; reinforces learning experiences for students and performs duties such as administering and scoring tests and recording grades
- o Assists in observing and controlling behavior of students according to approved procedures
- o Assists and supervises individuals and groups of students in moving from place-to-place in an orderly manner, e.g., school bus to classroom, classroom to rest room, lunch room,

- o on playgrounds, on field trips and at co-curricular activities
- o Performs related duties as assigned

QUALIFICATIONS

Knowledge of:

- o Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- o Correct English usage
- o Record-keeping techniques.
- o Childcare procedures
- o First aid procedures;
- o Cardiopulmonary resuscitation

Ability to:

- o Develop and maintain effective relationships with students and adults
- o Demonstrate an understanding, patient, and receptive attitude toward pupils of varied age and ability levels
- o Perform routine clerical tasks and operate a variety of educational and office related machines and equipment
- o Restrain and discipline pupils according to approved policies and procedures
- o Successfully operate one or more pieces of equipment related to medical needs of students after receiving appropriate training
- o Safely and skillfully perform the specialized health care services as ordered or required
- o Recognize and respond to emergency and/or hazardous conditions
- o Work effectively with supervisory personnel who conduct on-site reviews and establish working relations with other staff members
- o Read, write and communicate in English
- o Respect the confidential nature of student records and reports and refrain from discussing student's problems outside the classroom
- o Provide First aid and CPR procedures
- o Maintain consistent, punctual and regular attendance
- o Learn District and school policies related to the conduct, safety and welfare of students in assigned areas
- o Understand and follow both oral and written instructions
- o Effectively supervise students in classroom, school playgrounds and other areas as assigned
- o Exercise tact, diplomacy, and good judgment in dealing with students

Requirements:

- o Tuberculosis Screening/clearance
- o Criminal Justice Fingerprint clearance
- o CPR and First Aid certification (may be obtained within one month of employment offering)
- o 80% or higher on Kings County Office of Education proficiency exam
- o One year of successful experience involving contact with children in an instructional setting is desired

Education:

- o Graduation from high school or GED equivalent
- o Must have one of the following: An Associate of Arts (A.A.) degree or the equivalent, 48 college semester units, or obtain sufficient score of competency on paraeducator exam.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In the course of the workday, the employee is occasionally required to:

- o Move hands and fingers to operate standard office and classroom equipment.
- o Sit or stand for extended periods of time.
- o Bend at the waist, kneel or crouch to assist students.
- o See to read a variety of materials and monitor student activities.
- o Hear and speak to exchange information.
- o Reach overhead, above the shoulders and horizontally.
- o Speak clearly and communicate with others
- o Hear and speak to exchange information.
- o Understand and carry out oral and written instructions
- o Possess ambulatory ability to move about from at location to location within the school site
- o Lift and carry objects weighing up to 25 lbs.

WORKING ENVIRONMENT

Required to perform duties indoors and outdoors throughout the school year. Classroom and playground environment. Constant interruptions. Exposure to childhood

SALARY AND WORK YEAR INFORMATION

Hourly Salary Schedule: Specialty Instructional Aide
Work Year: 180 days, nine (9) month part-time work year.

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.