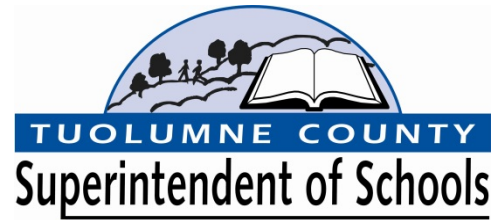


TUOLUMNE COUNTY
SUPERINTENDENT OF SCHOOLS OFFICE

175 South Fairview Lane • Sonora, CA 95370
(209) 536-2000



POSITION: INSTRUCTIONAL AIDE -ALTERNATIVE EDUCATION PROGRAMS

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist in the preparation of instructional materials and implementation of instructional activities; perform related clerical duties as assigned.

ESSENTIAL JOB TASKS:

1. Assists in planning and implementing learning experiences for students
2. Listens to and drills students in reading, mathematic and other subjects relative to grade level according to instructions and guidance from the teacher.
3. Works with individuals, small groups, or entire class in presenting and reinforcing routine instructional material.
4. Works with students to remediate learning deficiencies in subjects required for high school and middle school proficiency testing.
5. Administers and scores placement and unit tests.
6. Assists in preparation and maintenance of instructional materials.
7. Sets up and arranges supplies and equipment for student use.
8. Performs a variety of routine clerical and record keeping activities.
9. Compiles lists and reports available data.
10. Assists in the supervision of students at assigned tasks in and out of classroom.
11. Operates various office equipment such as a computer, typewriter or photocopier.
12. Operates audiovisual equipment.
13. Maintains supplies, books, and equipment for student use.
14. Prepares charts, bulletin boards, and displays as directed.
15. Attends required in-service training.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Basic subjects taught in County Office schools including arithmetic, reading, writing, grammar and spelling.

Basic instructional methods and techniques.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

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

Record-keeping and filing techniques.

ABILITY TO:

- Assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment.
- Assist in the preparation of instructional materials and implementation of instructional activities.
- Perform a variety of clerical duties including typing, filing and duplicating materials.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Understand and relate to children with special needs.
- Observe health and safety regulations.
- Maintain records and files.
- Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required and *one* of the following:
 - a) Complete at least 2 years of study at an institution of higher education (college level)
 - b) Obtained an associate's (or higher) degree
 - c) Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.
- One year of child/youth related experience or equivalent training

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver's License
- Valid First Aid and CPR Certificate issued by an authorized agency desired.

TUOLUMNE COUNTY SUPERINTENDENT OF SCHOOLS OFFICE
 is an
 AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER