

TEMPLE CITY UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL AIDE

SUMMARY:

The Instructional Aide performs paraprofessional instructional activities, provides intensified learning experiences for students in assigned areas and provides a variety of supportive tasks for students and teachers.

DEGREE OF SUPERVISION:

The Instructional Aides are under the day to day supervision of a certificated staff member.

Job Evaluations will be completed by an assigned administrator, with input from the appropriate certificated staff. Evaluations will be done on the schedule defined by the collective bargaining agreement.

DUTIES AND TASKS:

(All duties and tasks are essential unless noted as secondary with an S)

1. Support the Instructional Program of the School
 - A. Present learning materials selected by the teacher;
 - B. Tutor individuals and small groups of students;
 - C. Monitor and assist students in activities such as drill, practice or study research after lessons and instructions have been given by the teacher or principal;
 - D. Monitor and assist students with computer instruction and activities (S); and
 - E. Administer tests. (S)
2. Supervision of Students
 - A. Oversee and supervise students during classroom activities, P.E. instruction, recess periods, and/or field trips;
 - B. Monitor resource centers and assist students referred for specific purposes; and
 - C. Maintain discipline under direction of the teacher.
3. Perform Clerical Duties to Support Instruction *(All tasks are secondary)*.
 - A. Prepare teaching materials and learning activities, as directed; (S)
 - B. Type or use computer word processing to create examinations and teaching materials; (S)
 - C. Distribute and collect learning package materials; (S)
 - D. Score tests, compute and record grades (S);
 - E. Assist in maintaining a neat, orderly, and attractive learning environment (S);
 - F. Assist in creating and/or installing bulletin board displays (S);
 - G. Assist with the preparation and clean up of paints (S);
 - H. Help maintain student records and files; (S)
 - I. Distribute and account for materials such as textbooks, supplies and equipment (S);
 - J. Collect, assemble, catalogue and distribute resource material (S);
 - K. Operate audio-visual equipment (S); and
 - L. May collect monies (S).

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4. **Special Education Aides** may have duties over and above the ones described above.

They may include:

- A. Change diapers; assist in toilet training;
- B. Ensure student cleanliness;
- C. Assist in toilet training;
- D. Provide one-on-one supervision of a student;
- E. Assist Special Education students in a General Education setting;
- F. Monitor health and/or nutritional needs;
- G. Assist in implementation of student behavior support plan.

5. **Aides working primarily with English Language Learner students** may also have the following duties:

- A. Administer and score CELDT test;
- B. Plan small group lessons based on specified curriculum;
- C. Communicate with parents.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 1. Working Knowledge of:
 - A. Student behavior and developmental characteristics;
 - B. Correct English usage, punctuation, spelling and grammar
- 2. General Knowledge of:
 - A. General topics studied in the school setting
- 3. Skills
 - A. Speak clearly and distinctly;
 - B. Demonstrate patience, warmth, and a liking for students; and
 - C. Perform routine clerical work, including light typing, and make arithmetical calculations; and
 - D. Understand and carry out oral and written instructions.
- 4. Abilities
 - 1. To learn and utilize standard teaching aids including machines used to create and duplicate instructional materials;
 - 2. To learn and utilize basic methods, techniques and procedures used in an educational setting;
 - 3. Maintain confidentiality; and
 - 4. Maintain cooperative and effective working relations with children and adults.

QUALIFICATIONS:

- 1. Education and Experience
 - A. One of the following:
 - 1) Completion of an Associate of Arts (AA) degree;
 - 2) 48 units of course work at the college level.
 - 3) High School Diploma **or** GED **and** the successful completion of a comprehensive exam in the areas of reading, math, and written language.
 - B. Successful completion of an exam that assesses the individual's ability to work with children.

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- C. No experience is required, but course work in child care, psychology/guidance, instructional technology and any specific subject area for which paraprofessional application is made is preferred.
2. Other requirements
- A. Tuberculosis screening and clearance every four years

CAREER LADDER OPPORTUNITIES:

To advance to the position of ELD Coordinator, incumbents need to:

- Take 30 hours of training in English Language Development

To advance to a position of Instructional Resource Specialist, incumbents need to:

- Take college level course work in library science
- Become computer literate
- Have knowledge of computer hardware and software

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to:** work sitting at a desk or table; see for the purpose of reading or observing students; hear and understand speech at normal levels; communicate so that others can clearly understand normal conversation; operate computers and other office equipment.

Special Education Aides, in the preschool program, may regularly lift students; restrain a student (if trained to do so).

The employee may be **frequently required to:** stand and/or walk for extended periods of time; bend, stoop, kneel and reach in all directions;

The employee may **occasionally be required to:** list and/or move objects up to 25 pounds in weight; operate office equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee **regularly** works in an indoor environment with moderate noise levels. **Occasionally**, instructional aides may work outdoors supervising students or working with small groups.

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SALARY RANGE 14