

# **DOUGLAS CITY ELEMENTARY SCHOOL**

P.O. Box 280

Douglas City, CA 96024

(530) 623-6350 / FAX (530) 623-3412

## **JOB DESCRIPTION**

### **POSITION TITLE:**

Instructional Aide

### **QUALIFICATIONS:**

1. Must hold an Associates degree or have 48 units of college credit or have passed the TCOE Instructional Aide Proficiency Test.
2. Ability to communicate effectively in oral and written expression.
3. Ability to work effectively with students of differing ages, abilities, and backgrounds.
4. Ability to follow directions and function within school policies and procedures.
5. Basic computer and technology skills.
6. Must demonstrate an aptitude for working with children and for a teacher.
7. Fingerprint clearance is required.

### **PHYSICAL DEMANDS:**

Persons performing service in this position classification will exert 10-30 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve running, walking, or standing for brief periods.

Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, manual dexterity to operate business and automotive equipment, and working with various art, office and instructional materials are important aspects of the job.

### **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 is frequently exposed to outside weather conditions and contagious childhood diseases. The noise level in the work environment is usually moderate.

## **RESPONSIBILITIES:**

Under the supervision of the teacher, the Instructional Aide shall:

1. Assist in the preparation of classroom activities and lessons.
2. Work with small groups of students to reinforce learning.
3. Provide calm and consistent discipline, as directed by the teacher's outlined classroom procedures.
4. Perform clerical duties as assigned by the teacher.
5. Perform light housekeeping tasks in order to provide neat, clean, and sanitary working conditions conducive to a positive learning environment.
6. Assist the teacher in duties relating to playground supervision and bus loading.
7. Assume control of the class during brief absences of the teacher.
8. Assist in duties relating to the cafeteria including supervision of students, lunch count, milk count, and collection of lunch money.
9. MAA Medical coordination, claims administration and training
10. Participate in professional development trainings.
11. Perform other tasks consistent with the educational goals of the district as determined by the teacher and Principal.
12. Maintain confidentiality of student information and refer questions on student matters to the classroom teacher or Principal.

## **RESPONSIBLE TO (PRIMARY):**

Teacher to whom assigned

## **RESPONSIBLE TO (SECONDARY):**

Principal

**TERMS OF EMPLOYMENT:**

Instructional Aides are 10 month employees. The number of hours worked are determined by the Governing Board. Classroom assignment of Instructional Aides shall be determined by the Principal.

**SALARY:**

Salary and workdays are determined by the Governing Board.

**NOTICE TO ALL APPLICANTS**

The Douglas City School District complies with the rules and regulations contained in Title VII of the Civil Rights Act of 1964, Title II of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. The Douglas City School District wishes to inform all individuals and organizations that the District does not discriminate on the basis of sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental ability, medical conditions, Vietnam era veteran status, actual or perceived sexual orientation, or any other reason prohibited by State and Federal law.

**EQUAL OPPORTUNITY EMPLOYER**