

ALPINE COUNTY UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL AIDE – AFTER SCHOOL PROGRAM

REPORTS TO: PRINCIPAL / DIRECTOR OF STUDENT SERVICES

SUPERVISES: No supervisory responsibilities

DEFINITION:

Under direct supervision of the Principal and/or After School Program Coordinator, performs a variety of clerical tasks in support of and preparation for the educational process as well as duties of instructional assistance to the teacher in a classroom including the independent direction of a group of students. Facilitates the smooth operation of the educational program in one or more classes by attending to details which free the teacher to develop a comprehensive lesson schedule. Aids in preserving the unity of classroom advancement by tutoring students who have difficulty comprehending. Prepares, disseminates, collects, processes, stores or redistributes instructional materials used in class, and does other work as required.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Experience working with children in an individual or group situation.

Desired:

1. Completion of two years of higher education study (minimum of 48 units) or a Associate's Degree or higher.

KNOWLEDGE AND ABILITY:

1. Knowledge of general objectives of classroom programs.
2. Knowledge of school rules and regulations.
3. Knowledge of school supplies and equipment.
4. Knowledge of limitations of groups involved.
5. Knowledge of elementary clerical procedures is desirable.
6. Ability to establish and maintain positive relationships with students, staff members, and parents.
7. Ability to understand and follow oral and written instructions.
8. Ability to maintain consistency in application of room, school and district policies.
9. Ability to maintain a kindly and sympathetic attitude without emotional bias.
10. Ability to be familiar with the school's learning materials.
11. Ability to adapt to unusual physical or emotional conditions in a classroom or on a playground.
12. Ability to exercise independent thinking a good judgment at all times.

ESSENTIAL DUTIES/TASKS:

1. Prepares instructional materials.
2. Assists with student supervision and safety.
3. Assists in general areas as designated by the Director and/or principal.
4. Supports After-School Program direction in teaching expected behaviors.
5. Tutors students in academic area of need.
6. Supports Principal/Director of Student Services in communicating with teachers regarding student academics.

NON ESSENTIAL DUTIES/TASKS:

1. Does other duties as assigned.

ENVIRONMENT/WORK CONDITIONS:

- **Location:** Work is performed 80% within the school classroom setting. 20% is an outdoor educational setting such as physical education, recess, walking, field trips.
- **Hazards:** May include slippery surfaces.
- **Equipment Used:** General office equipment, computer, 10-key, copier, sports equipment, outside equipment.
- **Safety Equipment:** None required.

ESSENTIAL FUNCTIONS:

(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)

PHYSICAL

- **Standing/Walking:** Frequently; throughout work shift while performing classroom duties, P.E. classes, recess supervision, field trips.
- **Sitting:** Occasionally; while performing classroom duties.
- **Lift/Carry:** Frequently, 1-25 pounds; classroom instructional materials, books, binders, paperwork. For heavier lifting, assistance is available.
- **Bending/Twisting:** Occasionally; at knees/waist/neck while throughout day.
- **Push/Pull:** Occasionally, exerting a force of 5-20 pounds; while moving supplies.
- **Climbing/Balancing:** Rarely; may use step stool.
- **Kneeling/Crouching/Crawling:** Occasionally; may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior.
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/Hearing/Speech:** Constantly; to provide instructional assistance to student. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment.

MENTAL

- **Must possess necessary communication skills, written and oral to complete assignments.**
- Must be able to read, write speak English. Possess interpersonal skills to work well with various types of students.
- **Must be able to work independently with assigned student and exercise creative problem solving ability.**
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

Adopted: 12/06/04

Revision: 06/19/12, 08/14/12

Reinstated: 8/22/16