



PERSONNEL COMMISSION

Class Specification
EEO15 XC

CLASS CODE TITLE

0343 COLLEGE STUDENT AIDE
0345 COLLEGE STUDENT AIDE-KID'S CLUB

JOB SUMMARY

Under immediate supervision to participate in a classroom, learning center or care center, in academic, personal and/or interpersonal development, games, or instruction in related activities; and to perform related duties as required.

EXAMPLES OF DUTIES

- Participate in the care and instruction of enrolled participants.
- Drill, tutor, work with, or oversee the activities of enrolled participants.
- Assist in preparations for a lesson by setting out materials, arranging displays, preparing special materials, bulletin boards, laying out, measuring, cutting, duplicating, arranging, supplies or materials, arranging furniture, etc.
- Support classroom activities by routine clerical and manual duties such as: typing, sorting, filing, keep accurate records, set up and maintain file folders, record or enter data such as attendance, collect milk or stamp money, fill out permission slips for field trips, distribute and collect students' work, maintain student work folders, record grades, process teacher requests for textbooks, supplies, equipment, and audio visual displays.
- Fill out forms, check off sheets, or similar documents; assist parents or students with completing such documents.
- Help children develop habits related to personal cleanliness, physical fitness, safety at home, school, and in the community.
- Observe, monitor, and inform teacher of observations regarding significant student behavior, such as: behavioral patterns, problems or conditions, listening and language skills, etc.
- Assist in enforcing safety and disciplinary rules in class and on the school grounds.
- Assist in maintaining science centers, picture files, and bulletin boards.
- Take inventory, or conduct surveys and count or tally enumerated items.
- Learn to operate a variety of office or classroom equipment such as photocopy machines, video cassette recorder, image projectors, adding or calculating devices, PC or computer terminal and related software, laminator, telephone, typewriter, etc.
- Participate in the maintenance of a clean, healthy, safe environment.
- Administer first aid or necessary physical assistance to ill or distressed students.

- May supervise students during the noon and lunch activity period, and at other designated times.

DISTINGUISHING CHARACTERISTICS

Incumbents in these classes are full time college students employed part time on an at will basis and are therefore exempt from the merit system in accordance with Education Code Section 45256(b)(3). In this status they cannot obtain regular or permanent employment. Most will be assigned not to exceed 18 hours per week. A number of individuals with different kinds of abilities, especially of a cultural or linguistics nature may be employed in this class to meet the differing needs of the students. The purpose of their employment is to assist in carrying out activities directly related to classroom instruction or the care of enrollees. Supervision is received from a certificated teacher or a classified supervisor. No supervision is exercised over other employees.

EMPLOYMENT STANDARDS

Knowledge of:

Learning patterns of children.
Child behavior and behavior modification.
Record keeping techniques
Basic math.
Standards of behavior and courtesy expected of students.
Safety rules and habits to be observed by students.
Generally accepted standards of health and sanitation practices in child care.
Correct English grammatical usage.
Community problems and needs.

Ability to:

Understand and carry out oral and written instructions.
Learn to tutor students in various subjects.
Motivate and encourage positive learning patterns and behavior.
Effectively speak understandable English with an average vocabulary.
Enforce safety and disciplinary rules.
Assist with the discipline of students in accordance with district policy.
Print and handwrite legibly.
Operate a variety of office and classroom machines and equipment.
Perform a variety of clerical work such as typing, sorting measuring, cutting, filing, and duplicating.
To learn and perform varied classroom functions
Give first aid or necessary comfort to ill or distressed students.

Administer prescribed medication in accordance with district procedure.
Establish and maintain effective relationships with those contacted in the course of work
Demonstrate patience and understanding toward students.
Demonstrate adaptability to changing circumstances and priorities within the learning environment.
Demonstrate confidence, tact, and the use of good judgement.
Demonstrate a willingness to work collaboratively as an educational team member.

Eligibility:

Full time college students able and willing to perform the duties necessary to accomplish the planned tasks on a part time work schedule basis are eligible for work in these classes. All prospective incumbents must take and pass a State mandated high school proficiency test in English and Math administered by the district.

WORKING ENVIRONMENT

Classroom environment, learning center, community setting, playground, school bus; selective positions may require the employee to physically assist the student(s). May include kneeling, lifting, pushing, pulling, crouching, or crawling on the floor. The employee may occasionally assist in the cleaning and personal hygiene of students.