



PERSONNEL COMMISSION

**Class Specification
Salary Range: 10 (C1)**

CLASS CODE

TITLE

0436	INSTRUCTIONAL AIDE
0495	INSTRUCTIONAL AIDE - BILINGUAL FRENCH
0496	INSTRUCTIONAL AIDE - BILINGUAL JAPANESE
0440	INSTRUCTIONAL AIDE - BILINGUAL KHMER
0494	INSTRUCTIONAL AIDE - BILINGUAL LAO
0493	INSTRUCTIONAL AIDE - BILINGUAL SAMOAN
0442	INSTRUCTIONAL AIDE - BILINGUAL SPANISH
0444	INSTRUCTIONAL AIDE - BILINGUAL TAGALOG
0492	INSTRUCTIONAL AIDE - BILINGUAL VIETNAMESE

JOB SUMMARY

Under immediate supervision, assist and participate in the academic instruction and personal development of students; assist in the discipline and behavior modification of students; perform related duties as assigned.

EXAMPLE OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Discuss classroom learning activities with teacher/specialist to coordinate instructional efforts and to implement instructional programs. **E**
- Tutor or drill students, individually or in groups, following lesson plans developed by the teacher in a variety of academic subjects to explain or reinforce learning concepts. **E**
- Read stories to students; ask related questions to determine if understanding is being attained. **E**
- Provide assistance to students in operating a computer and in learning activities associated with computer assisted instruction. **E**
- Provide assistance to, participate with, or monitor students in such activities as games, songs and physical exercises. **E**
- Correct such student work as printing, writing, spelling, punctuation, arithmetic exercises, etc, of classroom and/or homework assignments, compute, record scores and return to students. **E**
- Operate a variety of office machines and instructional equipment such as a mimeograph, adding machine, typewriter, personal computer, computer terminal, copiers, laminator, telephone and videocassette recorder. **E**

- Perform a variety of classroom associated clerical work, such as typing, sorting, filing, keeping accurate records, setting up and maintaining file folders, recording attendance, completing forms and applications, collecting monies, measuring, cutting, and duplicating. ***E***
- Prepare various teaching aids by such methods as typing, duplicating, collating, stapling, laminating to produce such materials as charts, graphs and other related materials. ***E***
- Assist in classroom organizing activities such as displaying educational materials, preparing bulletin boards, arranging furniture to facilitate instructional needs, and creating an orderly and clean classroom environment. ***E***
- Replenish supplies and materials from the stock room for classroom use. ***E***
- Observe and report significant student behavior, behavioral patterns, and/or problems to the teacher. ***E***
- Accompany and monitor students in a variety of non-classroom activities including such things as field trips, visits to health care facility or community social service agency. ***E***
- Monitor student behavior and maintain order in such areas as food serving lines, on playgrounds and in bus lines; assist the teacher in imposing discipline intended to control and modify student behavior. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure. ***E***
- May call parents to arrange appointments, to provide approved information about school or student; may participate in parent conference at the direction or concurrence of the teacher.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An Instructional Aide works in a classroom or learning center providing instructional support to the teacher/specialist and is present to reinforce the learning capabilities of students. Incumbents in this classification occasionally work with students possessing a physical disability or impairment. The pushing or pulling of a student in a wheelchair, the setting up and/or removing books or other instructional materials on desks or tables, providing incidental hygienic or diapering support characterizes just some of the additional support which may be required.

EMPLOYMENT STANDARDS

Knowledge of:

Learning patterns of children.
Child behavior and behavior modification techniques.
English usage, grammar and punctuation.
Record keeping techniques.

Basic math.

First aid.

Generally accepted standards of health and sanitation practices in child care.

Ability to:

Understand and carry out oral and written instructions.

Tutor students in various subject matters.

Motivate and encourage positive learning patterns and behavior.

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 such as a copy machine, video cassette recorder, slide projector and computer.

Perform a variety of clerical duties such as typing, sorting, measuring, cutting filing and duplicating.

Keep accurate records.

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 understanding and patience toward students.

Demonstrate adaptability to changing circumstances and priorities within the learning environment.

Demonstrate confidence, tact, and the use of good judgment.

Demonstrate a willingness to work collaboratively as an educational team member.

Education and Training:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

Experience:

Six months of experience working with children in a structured environment. Verifiable supervised experience as a volunteer in a school or related organizational activity may

be substituted on an equal basis.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a designated second language. Selective certification in accordance with the Education Code may be effected to meet this requirement.

WORKING ENVIRONMENT

Classroom environment, learning center, community setting, playground or school bus.

The employee may occasionally assist in the cleaning and personal hygiene of students.

PHYSICAL DEMANDS

Selective positions may require the employee to physically assist the student(s). May include kneeling, lifting, pushing, pulling, crouching or crawling on the floor.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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