



EL TEJON UNIFIED SCHOOL DISTRICT

Rodney Wallace
District Superintendent

CLASSIFIED JOB OPENING

POSITION: Instructional Aide
6 hrs.

LOCATION: Frazier Mountain High School

SALARY RANGE: #1 \$10.54 - \$12.96 per hr.

SELECTION PROCESS: Qualifications and suitability for the position will be assessed in an oral interview.

APPLICATION PROCEDURE: Interested personnel should send a letter of interest and application to Rodney Wallace, by Monday, December 7, 2015.

ALL INSTRUCTIONAL AIDES MUST MEET THE FOLLOWING REQUIREMENTS:

- *AA/AS Degree; or*
- *48 college units; or*
- *Successful passage of proficiency test equivalent to AA Degree*

PLEASE DO NOT REMOVE POSTING

El Tejon Unified School District

INSTRUCTIONAL AIDE Job Description

JOB SUMMARY:

Under the supervision of the site principal, assists a certificated teacher(s) in a wide variety of instructional, clerical and housekeeping functions. Performs yard duty and student supervision duties as assigned by the principal. Performs other related duties as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

Basic concepts of child growth and development and developmental behavior characteristics;
Student behavior management strategies and techniques;
Appropriate English usage, punctuation, spelling and grammar;
Basic arithmetical concepts;
Routine record management, storage and retrieval systems and procedures.

Ability to:

Work cooperatively with classroom teachers, principal, staff and parents;
Maintain an appropriate climate to reinforce acceptable student behavior;
Maintain the confidentiality of student-related matters;
Spanish speaking preferred.

Experience and Training Guidelines

Voluntary and/or paid experience working with children or groups of children.

Education

AA/AS Degree; or 48 college units; or, successful passage of proficiency test equivalent to AA Degree

ESSENTIAL FUNCTIONS OF THIS POSITION:

1. Assists in the instructional program by working with students on an individual basis or in small groups;
2. Assists students by answering questions, supervising assigned work, giving directions and operating equipment;
3. Supervises students in the classroom and on the grounds and maintains appropriate student behavior;
4. Performs routine clerical functions such as correcting student work, maintaining records, filing, taking roll and lunch count and distributing and collecting materials;
5. Performs non-instructional duties such as preparing materials, duplicating materials, preparing bulletin boards and room environments, and general housekeeping chores;
6. Maintains confidentiality on all school-related matters;
7. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements:

1 = Seldom = Less than 25 percent

3 = Often = 51-75 percent

2 = Occasional = 25-50 percent

4 = Very frequent = 76 percent and above

3 a. Ability to work at a desk, conference table or in meetings of various configurations.

4 b. Ability to stand for extended periods of time.

4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.

4 d. Ability to hear and understand speech at normal levels.

INSTRUCTIONAL AIDE JOB DESCRIPTION
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- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, kneel and stoop, run and crawl.
- 1 g. Ability to lift 40 lbs.
- 1 h. Ability to carry 40 lbs.
- 4 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SALARY RANGE:

#1