

SAN CARLOS SCHOOL DISTRICT

INSTRUCTIONAL AIDE

BASIC FUNCTION:

Under the direct supervision of the site principal, assist teachers by performing a variety of instructional and clerical duties; and to do related work as required.

ESSENTIAL DUTIES:

- Work with students in a group setting or on an individual basis, assisting with math, language development, art, cultural studies
- Sets up work areas and prepares materials for class use
- Reads to students and listens to students read
- Supports students in math and spelling
- May administer and score tests
- Supervises children in playground and indoor activities
- Prepares charts, flash cards, dittos, worksheets, and art materials
- Operates record player, video recorders and film projectors
- Cleans and keeps classroom in order
- Prepares material for arts and crafts
- Assists in the maintenance of student's cumulative files
- Types and duplicates instructional materials
- May supervise children in absence of the teacher for a short period of time
- Reviews and discusses discipline problems with teacher as a way to plan for student's individual success
- May collect and check student folders
- With supervision of Teacher may assist in maintaining attendance and grade data to monitor students' progress.
- Daily attendance necessary to perform essential job duties
- Performs other related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Correct English usage, spelling, grammar, punctuation, and math
- General classroom procedures and equipment
- First aid and safety practices

ABILITY TO:

- Assist with supervising the learning activities in a school setting
- Prepare routine clerical work
- Understand and carry out oral and written directions
- Work independently on own initiative with routine guidance
- Understand the specific needs of the children in the program to which is assigned
- Gain the confidence of the children and supervise them in educational and recreational situations
- Use computers to support classroom activities
- Establish and maintain cooperative relationships with children, teachers and co-workers

EDUCATION AND EXPERIENCE AND OTHER REQUIREMENTS:

- A work history demonstrating reliability and good attendance.
- Education equivalent to the completion of the twelfth (12th) grade, supplemented by courses in office practices and computer programs.

WORKING CONDITIONS ENVIRONMENT:

- Indoor and outdoor work environment.

PHYSICAL DEMANDS:

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels.)
- Able to stand and walk.
- Able to squat, twist, stoop, kneel, and bend.
- Able to sit and stand for sustained periods of time.
- Able to lift up to twenty (20) pounds frequently and thirty (30) pounds occasionally.
- Able to push and pull objects weighing up to thirty (30) pounds.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate computer keyboard in a safe and efficient manner.

Board Adopted: _____