

INSTRUCTIONAL AIDE - CONTINUING AND ALTERNATIVE EDUCATION

JOB SUMMARY

Under the general supervision of a certificated teacher or administrator, assists students individually or in groups; relieves the teacher of routine clerical duties; and performs related work as required. Positions in this class are distinguished from other Instructional Aide classes in that they provide special instructional assistance to adults or high school students enrolled in an adult or career based curriculum. Examples of ROP, Career and Adult Education classes offered include reading, writing, mathematics, science, English, ceramics, medical office practice, computer operations and software programs, floral design, heating and refrigeration, automotive mechanics, auto body, and welding.

ESSENTIAL DUTIES

- Supports student instruction and assessment by working with students individually or in small groups.
- Tutors students, demonstrates proper use of tools, equipment or programs; reinforces or follows-up on the teacher's lessons.
- Assists teacher in preparation of plans or develops plans based on teacher's direction and explanation of the student's needs.
- Assists teacher in setting up experiments, displays, and exhibits; operates audio-visual and other educational training equipment and aids; and duplicating, distributing and collecting educational materials, papers and supplies.
- Confers with teacher regarding programs and materials to meet student needs.
- Implements alternative methods for presenting instruction to students, as directed by the teacher.
- Prepares and maintains inventories of materials and equipment used in teaching.
- Assists teacher in scoring tests, recording grades, and monitoring student progress.
- Attends and participates in in-service training sessions.

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent and a demonstrated competence in a special field of education; the special fields include, but are not limited to mathematics, science, automotive mechanics, ceramics, medical office practice, computer operations, various software programs, heating and refrigeration; or various high school subjects.

Aide Class: Must successfully complete the district instructional aide training course in order to receive an annual salary step increase.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic methods, techniques, tools, equipment and/or materials used in instruction.
- Correct English usage, including spelling, grammar, punctuation, as well as writing skills.

Ability to:

- Understand and apply rules, regulations, procedures and policies.
- Communicate effectively in the English language, both in oral and written form.
- Establish and maintain effective working relationships with students, parents, teachers, and administrators.

SPECIAL NOTE: Some positions require verbal fluency in a language other than English.

WORKING CONDITIONS: Works in an adult school, ROP or shop environment, which may be indoors or in open air, subject to hot and cold temperatures, with possible frequent exposure to dust, fumes, chemicals, fragrances, noise and other environmental factors, depending on the class to which assigned.