

Instructional Aide Board Approved 2009

Definition

Under the direct supervision of a credentialed teacher, an instructional aide performs a variety of instructional activities, including supporting small group and one-on-one instruction. Instructional aides also perform routine clerical and supportive tasks for teachers, including grading student work and maintaining gradebooks.

Examples of Duties

- Assists teachers with the presentation of grade level content.
- Tutors individual students and small groups of students to reinforce and follow up learning activities.
- Monitors and assists students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts by teachers on an as needed basis.
- Directs students into learning activities, and assists in the shaping of appropriate and social behavior.
- Assists in the management of student behavior through the use of positive strategies and techniques.
- Prepares and assists in the preparation of a variety of instructional materials for individual or small groups of students.
- Maintains a variety of records and files, including confidential student records and information.
- May administer and score a variety of criterion referenced and general aptitude tests, and record test results.

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 arithmetic concepts;
- Routine record management, storage, and retrieval systems and procedures.

Ability to:

- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups;
- Communicate effectively in oral and written form in English and a second language as required by the assignment;
- Perform routine clerical tasks and operate a variety of office related machines and equipment;
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;

- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with children and adults.

Physical Demands

Ability to:

- Sit and stand for extended periods of time.
- Travel to sites within and outside the District.
- Stoop, extend and reach.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Experience and Education

Any combination of experience and training that would likely provide the required knowledge and skill in qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

One year of paid or volunteer experience working with multi-age groups of children.

Education:

Equivalent to the completion of the 12th Grade, supplemented by training or coursework in child growth and development, instructional technology, or a closely related field. Bachelor's degree preferred, but not required.