

Farmersville Unified School District

JOB TITLE: INSTRUCTIONAL AIDE

JOB DESCRIPTION

Brief Description of the Position:

Under the direct supervision of the classroom teacher and principal, this position is responsible for assisting in all phases of the classroom program.

Major Duties and Responsibilities:

1. Present instructional material to an individual student or group to assist with academic learning and well being.
2. Assist in supervision of play and lunch activities; bus loading/unloading.
3. Provide remedial/enrichment activities in the classroom with the support of classroom teacher.
4. Attend and participate in workshops, staff meetings, in-service meetings, as required.
5. May act as bilingual translator or interpreter.
6. Make reports as needed.
7. Operate equipment, specific to the area of assignment.
8. Prepare classroom displays.
9. Interact with teachers, staff, parents, and supervisor to attain the educational objectives of students.
10. Assist teachers cooperatively and creatively within the total instructional environment.
11. Observe and correct unsafe working conditions.
12. Assist in maintaining classroom discipline.
13. File and retrieve quickly and accurately reports, records, correspondence.
14. Provide clerical assistance to classroom teacher including preparation of instructional materials and posting of records.
15. Perform other related duties as assigned.

Qualifications/Requirements:

Knowledge of:

Proper English grammar, punctuation and sentence structure.

Education:

Must have a high school diploma or its equivalent. Must also meet one of the following criteria:

- completed at least two years of study (48 units) at an institution of higher education; or
- obtained an associate's (or higher) degree

Skills to:

- Reading sufficient to read notes, memos, and student reports of a moderately complex nature.
- Filing of sufficient to alphabetically file and retrieve letters and reports
- Oral communication to effectively convey information
- Math skill to add, subtract, multiply and divide
- Writing skills to effectively write messages and notes
- Interpersonal skills to effectively interact with students, public, teachers, and staff.
- Proofread typed material
- Organization skills to determine steps in a process and structure time effectively.
- Receive and implement job duties based on brief and concise oral directions.
- Use of such equipment as copy machine, phonograph, tape recorder, typewriter.
- Record-keeping skills to assist in the maintenance of student files.
- Work effectively in direct work with individual students and groups.
- Successful passing of proficiency test.
- Translate in Spanish and English.

Physical:

Ability to stand and walk for long periods of time; ability to sit, bend, kneel, perform grasping and handling motions and torso rotations on a continuous basis, lift and carry 40 lbs., ability to reach in all directions; adequate sight or corrected vision to read printed directions or instructions; hear and speak to communicate with co-workers, students and the public; have dexterity of the hands and fingers to operate office equipment; ability to work in rush conditions.

Other Requirements:

Applicants selected for employment will be required to pass a district proficiency test, submit fingerprint clearance, negative TB test at their own expense and a Valid California Driver's License (use of private vehicle may be required).

Approved by Board: September 8, 1992
Revised: December 2, 2003
CSEA Approved: February 22, 2006 By Y. Castro
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