

COAST UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE INSTRUCTIONAL AIDE

DEFINITION

Under general supervision, to assist teachers in supervising the classroom, playground, and other activities of students; to relieve teachers of routine clerical and authorized instructional duties; and to do other aide duties as assigned.

DISTINGUISHING CHARACTERISTICS

Positions in this class may be found in a variety of instructional areas such as special education, compensatory education, and remedial education. While the subject areas may be different, the duties performed are essentially similar.

AREAS OF RESPONSIBILITIES MAY INCLUDE

Listens to and drills individuals or small groups of students in reading, spelling, mathematics, and other subjects according to instructions and guidance from a teacher; performs a variety of routine and record keeping activities such as taking roll, collecting monies, filling out forms and applications, and correcting papers; assists the teacher in maintaining classroom discipline; sets up and arranges supplies and equipment in the classroom for student use; prepares labels, charts, bulletin boards, and displays as instructed; decorates classrooms; operates various office equipment such as ditto and copy machines; operates audio-visual equipment; observes activities of children on the playground or in the cafeteria and maintains order according to school policy; runs errands for the teacher.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities: Knowledge of general needs and behavior of children; knowledge of correct English usage, spelling, grammar, and punctuation; knowledge of subject matter to be taught, ability to establish and maintain effective relationships with children and adults; ability to perform routine clerical work; ability to understand and carry out oral and written instructions.

Education and Experience: AA Degree or Passing grade on District Test (NCLB Requirement); experience in some work involving contact with children, preferably including knowledge of the subject matter taught in the classroom.