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: CSEA Approved: Board Approved:

September 8, 1992
 December 2, 2003

 February 22, 2006
 By
 Y.Castro
March 28, 2006