

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED SEPTEMBER 2011
RANGE: 34.5
CLASSIFIED
CODE: 4,5

INSTRUCTIONAL AIDE I – VALLEY OAKS CHARTER SCHOOL

DEFINITION

Under supervision, the Instructional Aide I – Valley Oaks Charter School will perform a variety of instructional activities;

assist in instructional tasks;

perform routine clerical and supportive tasks for instructional personnel;

do other related work as required.

EXAMPLES OF DUTIES

Assist instructional personnel with the presentation of learning materials;

is responsible for monitoring study hall;

is responsible for assisting teacher with grading students' tests;

tutor individual and small groups of students to reinforce and follow-up learning activities;

monitor and assist students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts;

assist in the management of student behavior through the use of positive reinforcement strategies and techniques;

work with teachers to prepare instructional materials and learning aids for use with individual or small groups of students;

maintain a variety of records, files, instructional media machines and equipment;

assist students with developmental tasks;

request assistance for non-routine injury or illness;

maintain or assist in maintaining an orderly, attractive and positive learning environment;

may assist in making community resources available to students.

QUALIFICATIONS

Knowledge of:

Basic concepts of developmental and behavior characteristics of intermediate and high school age students;

student behavior management strategies and techniques;

appropriate English usage, punctuation, spelling, and grammar;

basic arithmetical concepts for Junior High and High School;

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 educational and office related machines and equipment;

learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;

lift school items such as books, computer parts, etc., up to 25 pounds;

sit at a work station, grading papers, for up to seven (7) hours;

stand or walk supervising student work areas for up to seven (7) hours;

perform routine clerical activities such as filing, which may require some bending or reaching;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships with students and adults;

Experience:

One year of paid or volunteer experience working with students nine (9) through seventeen (17) years of age.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in growth instructional technology, or a closely related field.

Must submit proof of passage of the Basic Proficiency Test as required by California State law.

Conditions of employment:

Must be at least 18 years of age.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

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