

**Position:** Instructional Aide I**Salary Schedule:** Classified**Responsible to:** Site Principal

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**Summary:**

To assist in the instruction of students under the direction of the teacher; to relieve the teacher of routine clerical duties; independently provides instructional assistance to children eligible for special education services following well established policies, procedures, mandated regulations; and to do related work as required.

**Essential Duties:****Level I Duties**

- Assists with the students individually or in small groups, tutoring, supervising, reinforcing or following up on the teacher's lessons.
- Assists in testing, scoring tests, and in the evaluation of the student's progress and problems.
- May follow teacher's lesson plans, assist teacher in preparation of plans or develop own plans based on the teacher's direction and explanation of the student's needs.
- May serve as a curriculum resource assistant and order and maintain inventories of curriculum materials.
- Scores tests and charts student progress for teacher.
- Assists in developing teaching aids by suggesting new aids and activities.
- Prepares materials and equipment and operates such equipment.
- Maintains an inventory of equipment.
- Attends inservice training sessions.

**Ability to:**

- Understand and apply rules, regulations, procedures and policies.
- Establish and maintain effective working relationships with students, parents, teachers and administrators.
- Communicate, understand and follow both oral and written direction effectively.

**Physical Requirements:**

- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to work at a desk and in meetings of various configurations.
- Ability to work indoors and outdoors in varying conditions of weather and temperature.
- Ability to bend, twist, stoop, and reach.

**Education / Credential(s) and/or Other Licensure(s):**

- Completion of one or more of the following: 1) An AA or AS degree or 2) 48 semester college units or 3) satisfactory completion of a "No Child Left Behind" compliant assessment.
- Must be willing to be CPR certified, provided by the District.