

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

INSTRUCTIONAL AIDE

Definition

Under the direction of a Principal, assists a certificated Teacher in providing instruction to individuals or small groups; monitors and reports student progress regarding behavior and performance; performs a variety of clerical duties as assigned.

Examples of Duties

1. Provide direct services to participating children under the direction of certificated staff to reinforce language development, reading, and/or math skills.
2. Prepare instructional materials.
3. Provide individual or small group reinforcement skills within classroom and/or resource labs.
4. Participate in teacher/aide activities; instructional planning with teachers, Program Monitoring Committee, scheduled inservices.
5. Maintain a daily log.
6. Participate in aide inservice as assigned.
7. Develop skills and techniques needed to assist in the instructional program such as:
 - a. Familiarization with instructional materials.
 - b. Operating knowledge of equipment and workroom machinery and materials.
 - c. Reinforcement of language, reading, and math skills.
 - d. Development of positive self-concept in children.
 - e. Classroom control and supervision.
 - f. Preparation of appropriate instructional materials.
 - g. Maintaining a neat and attractive environment
8. Performs related duties as assigned.

Knowledge Of:

1. Subject areas (reading, math, written/oral language and other areas as needed for specific jobs).

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Ability To:

1. Understand the procedures, functions and limitations of assigned duties.
2. Communicate effectively; establish and maintain cooperative and effective working relationships with students, parents, and staff.
3. Understand oral and written instructions.
4. Control and motivate children.
5. Operate audio-visual equipment, instructional and duplicating equipment.

Education and Experience:

Any combination equivalent to: graduation from high school and six months experience in working with children in an organized setting.

Working Conditions:

Classroom environment.

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