

## **JOB DESCRIPTION**

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### **PERRIS SCHOOL DISTRICT**

### **INSTRUCTIONAL AIDE - RESOURCE SPECIALIST PROGRAM**

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#### **Definition:**

Under the direction of a Principal, assists a certificated Resource Specialist 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. Tutors individuals or small groups of students, reinforcing instruction as directed by the teacher.
2. Provides support to the teacher by assisting in setting up work areas, displays and exhibits.
3. Operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies in the classrooms.
4. Monitors, observes and reports progress regarding student performance and behavior.
5. Directs group activities of students as assigned.
6. Confers with teachers concerning programs and materials to meet student needs.
7. Assures the health and safety of students by following health and safety practices and regulations.
8. Assists students by providing proper examples, emotional support, a friendly attitude and general guidance.
9. Performs routine clerical duties in support of classroom activities such as duplicating and filing instructional materials.
10. Assists the teacher in administering tests according to established guidelines.

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11. Participates in meetings, conferences and inservice training programs as assigned.
12. Performs related duties as assigned.

#### **Knowledge and Abilities:**

1. Correct oral and written usage of English.
2. Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
3. Safe practices in classroom activities.
4. Correct English usage, grammar, spelling, punctuation and vocabulary.
5. Interpersonal skills using tact, patience and courtesy.
6. Basic record keeping techniques.
7. Communicate and maintain effective relationships with students, staff and the public.
8. Perform routine clerical duties such as filing and duplicating instructional materials.
9. Print and write legibly.
10. Add, subtract, multiply and divide accurately.
11. Understand and follow oral and written directions.
12. Learn procedures, functions and limitations of assigned duties.
13. Communicate effectively both orally and in writing.
14. Work cooperatively with others.
15. Observe, monitor and report student behavior.

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16. Operate instructional and duplicating equipment.

#### **Education and Experience:**

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

#### **Working Conditions:**

Classroom environment.