

ROCKLIN UNIFIED SCHOOL DISTRICT

Job Description



JOB TITLE: Instructional Aide – Secondary (7-12)

SUMMARY:

To assist a certificated teacher(s) in the instruction, supervision, and training of individual or groups of students by performing a variety of instructional support activities related to more advanced subject matter content; to perform a variety of related duties in the maintenance of an effective learning environment; and to perform clerical duties as assigned. Employees in this classification receive direct to general supervision and training opportunities within a well-defined framework of policies and procedures. This job class requires a high degree of subject matter content knowledge as well as positive contact with both students and certificated staff.

SUPERVISOR: School Site Administrator and Assigned Teacher

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists teacher(s) in instructing individuals and/or small groups of students in various learning situations including basic academic, vocational, and/or specialized subject areas; tutors students as assigned
- Assists certificated teacher(s) in implementing curriculum for assigned area(s) of instruction
- Assists in supervising students to maintain effective learning environment, noting behavioral problems observed and disciplining when necessary
- Assists in organizing assigned learning and/or instructional environment(s), maintaining bulletin boards, issuing and retrieving equipment/materials, and maintaining neat and orderly classroom/instructional areas
- Provides feedback to develop positive self esteem of student
- Discuss rules and consequences of actions for inappropriate behavior with students
- Prepares materials for use in instructional activities; prepare and copy materials, collates, staples, and hole punches tests and work sheets; gathers appropriate resource information/materials; and sets up equipment as assigned
- Provides teacher(s) and/or school administrators with relevant feedback and information on students' progress through observation, daily contact, and maintaining accurate student records
- Participates in parent/family meetings as assigned
- Administers and scores tests, daily assignments, and homework
- Maintains informational and operational records and files including test/homework scores, attendance information, meal counts, student work folders, learning center/computer lab use, and records related to books, materials, equipment, and supplies
- Monitors and assists students while using equipment such as computer terminals, controlled readers, and cassette players as assigned
- Monitors, inventories, orders, and maintains instructional supplies and equipment
- Takes daily attendance and prepares appropriate attendance forms

- Prepares answer keys for worksheets and tests
- Contacts parents regarding meetings, appointment scheduling, and to verify/obtain information
- Escorts students to and from classroom, library, playground, cafeteria, and other school areas including crossing and supervision of students before and after school.
- Monitors and supervises students during lunch, recess, field trips, before and after school, etc., as assigned
- Performs a variety of clerical tasks as assigned including typing, filing, telephone, message delivery, routine data entry, etc.
- Supervises the preparation and serving of snacks and meals
- Performs First Aid in accordance with established District guidelines and policies
- May assist with standardized testing associated with regular education district-wide assessments under the supervision of certificated staff, completing information on score sheets, monitoring tests, recording scores in cum folders, and administering make-up tests
- Instructs/tutors individual or small groups of students, both identified special education students and students at risk academically
- Performs related duties as required
- At the secondary level, Economic Impact Aid – School Compensatory Education (EIA-SCE) funded instructional aides assist EIA students with regular circular classwork; test preparation; test completion; completion of assignments; teacher specified modifications for class assignments and special projects; organizational skills and instructional materials, in small group or individual settings

EMPLOYMENT STANDARDS:

Knowledge of:

- Proper English usage, spelling, punctuation, and grammar
- The general needs and behaviors of students
- Secondary-level academic areas and learning situations
- Basic first aid

Ability to:

- Maintain confidentiality of information regarding students
Learn methods and procedures to be followed in assigned instructional situation
- Understand and carry out both oral and written instructions in an independent manner
- Understand the needs of assigned students and to effectively relate to these needs in a learning situation
- Analyze situations accurately and adopt an effective course of action
- Effectively supervise students in a variety of situations
- Communicate effectively and tactfully in both oral and written forms
- Operate standard office and instructional equipment as appropriate to area of assignment such as copier, Scantron, computer terminal, laminator
- Type accurately at a rate required for successful job performance
- Remain calm and patient in stressful situations
- Establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties

EDUCATION:

In addition to a high school diploma or GED, it is recommended that the candidate have:

- Completed two years of college;
- Earned an associate's degree; or
- Demonstrate through a formal assessment knowledge of and ability to assist in instructing reading, writing, and math or readiness in those subjects;
- Demonstrate through education records or formal assessment knowledge of secondary level subject matter content.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MEDICAL CATEGORY II:

1. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
2. Position requires physical capability for sustained physical work; requires strength and endurance associated with moderate physical effort.
3. Position requires moderate physical effort while performing continuous moderate lifting.
4. Lifting 50 pounds maximum or carrying any object weighing up to 25 pounds.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment**

Adopted: February 16, 2011