

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677

(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE:	Instructional Aide I – Elementary TK-6
SALARY PLACEMENT:	Non-Represented Salary Schedule 10 Month Employee

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; 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 positive contact with both students and certificated staff. This job class requires that the majority of job responsibility for categorically funded instructional aides will be to provide direct instruction to students.

SUPERVISOR:

This position reports directly to the site administrator and assigned teacher.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Assists teacher(s) in instructing individuals and/or small groups of students in various learning situations including basic academic subject areas; tutors students as assigned.
2. Assists certificated teacher(s) in implementing curriculum for assigned area(s) of instruction.
3. Assists in supervising students to maintain effective learning environment, noting behavioral problems observed and disciplining when necessary.
4. 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.
5. Provides feedback to develop positive self-esteem of student.
6. Discuss rules and consequences of actions for inappropriate behavior with students.
7. Prepares materials for use in instructional activities; types and makes dittos; copies materials, collates, staples, and hole punches tests and work sheets; gathers appropriate resource information/materials; and sets up equipment as assigned.
8. Provides teacher(s) and/or school administrators with relevant feedback and information on students' progress through observation, daily contact, and maintaining accurate student records.
9. Participates in parent/family meetings as assigned.
10. Scores tests, daily assignments, and homework.
11. Maintains informational and operational records and files including test/homework scores, student work folders, learning center/computer lab use, and records related to books, materials, equipment, and supplies.
12. Monitors and assists students while using equipment such as iPads/Chromebooks and controlled readers, as assigned.
13. Monitors, inventories, orders, and maintains instructional supplies and equipment.
14. Prepares answer keys for worksheets and tests.
15. Contacts parents regarding meetings, appointment scheduling, and to verify/obtain information.
16. Escorts students to and from classroom, library, playground, cafeteria, and other school areas which may include crossing and supervision of students before and after school.
17. Monitors and supervises students during lunch, recess, field trips, etc., as assigned.
18. Performs a variety of clerical tasks as assigned including typing, filing, telephone, message delivery, routine data entry, etc.
19. Supervises the preparation and serving of snacks and meals.
20. May perform First Aid in accordance with established District guidelines and policies.
21. 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.

22. Instructs/tutors individual or small groups of students, both identified special education students and students at risk academically.
23. Performs related duties as required.

Knowledge of:

- Proper English usage, spelling, punctuation, and grammar.
- The general needs and behaviors of students.
- Pertinent 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.
- Establish and maintain accurate classroom/program records and files.
- 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, scanner, computer/laptop/Chromebook/iPad, 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, must 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.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

PHYSICAL REQUIREMENTS:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted Date: February 11, 2011

Revised: March 16, 2022

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education and Educational Services or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.