

**INSTRUCTIONAL AIDE**

**DEFINITION**

Provides instructional assistance to students.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is received by an administrator or classified manager.

May provide work direction to student workers.

**EXAMPLES OF DUTIES**

Performs a variety of responsible instructional assistance or student orientation tasks in accordance with instructions from a classroom instructor and/or certificated personnel, such as assisting students with written work, reading, math, and social studies; in a learning center working with individualized groups of students; or orienting students regarding college programs and services.

Administers, grades, and records scores of tests.

Assists with activities preparation, prepares bulletin board and other displays.

Assists with determining appropriate placement tests.

Responds to students' questions and concerns.

Performs a variety of clerical tasks maintaining files and records, typing, preparing dittos, and operation various types of audio-visual and office equipment.

Assists in class supervision on field trips.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related work as required.

**QUALIFICATIONS**

**Knowledge of:**

Student needs and behavior characteristics.

English usage, grammar, and spelling.

Recordkeeping principles and procedures.

Classroom procedures and rules of conduct.

## **QUALIFICATIONS (continued)**

### **Ability to:**

Work within the framework and requirements of the instructional program to which assigned.

Operate office and audio-visual equipment.

Establish and maintain effective working relationships.

Understand and follow oral and written instructions.

Compile and maintain records and files.

Train and provide work direction to others.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

High School Diploma or equivalent.

### **Desirable:**

Knowledge of the program to which assigned.