

# ROSS VALLEY SCHOOL DISTRICT

## INSTRUCTIONAL AIDE

### SUPERVISION EXERCISED AND RECEIVED:

Under supervision of the classroom teacher and principal.

### DISTINGUISHING CHARACTERISTICS:

Assists in a variety of tasks for the classroom teacher and other certificated personnel in the performance of their duties, including supervision of students and instructional tasks. These duties may consist of supervising groups of students or individual students.

### EXAMPLE OF DUTIES AND RESPONSIBILITIES:

- Assists students in preparation for class work and preparation of materials for instructional use;
- An Instructional Aide shall perform only such duties as, in the judgment of the certificated personnel to whom they are assigned, may be performed by a person not licensed as a classroom teacher;
- These duties shall not include the assignment of grades of pupils;
- Performance of duties need not be in the physical presence of the teacher, but the teacher retains responsibility for the instruction and supervision of the pupils in his/her charge;
- Participates in training to update skills;
- Other related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Knowledge of:

- Subject areas in which he/she is employed to assist;
- Correct English usage, spelling grammar and punctuation;
- Children's growth of development and learning styles.

#### Ability to:

- Work with students in a constructive manner and work cooperatively with all staff members;
- Understand and follow oral and written instructions;
- Make independent decisions;
- Assist in compilation and maintenance of accurate records and reports;
- Meet the physical requirements necessary to safely and effectively perform assigned duties;
- Maintain effective work relationships with those contacted in the performance of required duties;

INSTRUCTIONAL AIDE/PHYSICAL EDUCATION AIDE

- Learn and follow the practices, rules, and regulations of the District and the school to which assigned;
- Dress appropriately for a school setting;
- Maintain the confidentiality of school related information.

EDUCATION:

- High School graduate or equivalent.

EXPERIENCE:

- Successful experience working with children is desirable;
- Knowledge of and experience related to children's developmental stages and learning styles.

Last Approved: August 23, 1990  
Last Revised: December 2004