

**CLASS TITLE:**     **Instructional Aide/NCLB Compliant** (Bargaining Unit Position)

Range 5

**Basic Function:**

Under the supervision of the School Principal and the direction of the assigned teacher, support the instructional program for students.

**Representative Duties:** (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

- Prepares and assembles written materials related to instructional programs
- Provides tutorial support for assigned students
- Assists certificated staff in preparing required county, state and/or federal documents
- Provides minimal clerical support for instructional purposes
- Organizes and tracks student progress and test performance information on assigned students
- Assists students in using all instructional materials
- Refers suspected child abuse or neglect to supervisor
- Other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- English language at post high school level including reading, writing and speaking
- Basic instructional strategies
- State standards for student achievement
- Public relations practices
- General operation of schools

**ABILITY TO:**

- Take direction from certificated staff
- Communicate with proper English usage orally and in writing
- Relate well to students and control their behavior when necessary
- Relate well with supervisors and other staff members
- Assist students to reach their potential
- Pass a test of high school level academic skills
- Operate computers with speed and accuracy
- Learn new approaches to motivating and assisting student achievement
- Apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

Maintain composure when faced with critical deadlines  
Maintain positive relations with staff, parents and community.  
Occasionally lift or move up to 10 lbs.  
Reach with hands and arms, stand, sit, walk, and stoop.

**EDUCATION AND EXPERIENCE:**

High school diploma  
AA degree or 60 unit equivalent OR CODESP Test passage

**WORKING CONDITIONS:**

**ENVIRONMENT:**

The noise level in the work environment is moderate. Interruptions due to student actions and walk-in traffic are frequent. The position requires patience and understanding of students.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

Adopted: (6/05) 5/22/06