TITLE: AIDE I

QUALIFICATIONS:

1. California high school diploma granted since January 1, 1981 or passage of Kern County high school proficiency test; audio-visual and teacher aide courses desirable
2. Demonstrated knowledge of, and the ability to assist in instructing, reading, writing and mathematics or reading readiness, writing readiness, and mathematics readiness, as appropriate.
3. Ability to follow oral and written directions
4. Knowledge of basic clerical procedures
5. Ability to learn library and/or computer skills
6. Ability to work effectively and harmoniously in multiethnic environment
7. Bilingual ability may be required, depending on assignment

REPORTS TO: Principal

JOB GOAL: To assist in providing well-organized, smoothly functioning school environment in which students benefit from instructional program

PERFORMANCE RESPONSIBILITIES:

1. Assists teachers, specialists, counselors and other staff in reinforcing instructional program and guiding students in development of desirable academic and social skills and habits
2. Works with small groups of children under direction of member of certificated staff
3. Assists with checking, care, preparation and arrangement of instructional materials and equipment
4. Assists with yard duty, first aid and home contacts
5. Assists with recordkeeping, filing and other clerical duties as appropriate to program funding
6. May be assigned to assist in classroom, library, computer instruction, in-school suspension, and/or community contact activities
7. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 8

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

11/02