

**TITLE:** AIDE II

**QUALIFICATIONS:**

1. California high school diploma granted since January 1, 1981 or passage of Kern County high school proficiency test
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. Experience and desire to work with children and ability to command the respect of children
4. Skill and accuracy in oral and written expression and ability and willingness to understand and follow directions
5. Ability to work with adults and children and to respect confidential matters
6. Audio-visual and teacher aide education courses desirable
7. Bilingual ability may be required, depending on assignment

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To provide well-organized, smoothly functioning class environment in which students can take full advantage of instructional program and available resource materials

**PERFORMANCE RESPONSIBILITIES:**

1. Assigned to work with classroom teachers, special teachers, counselors or other personnel
2. Assists in development of desirable social skills and habits, moral and mental and physical health for all pupils
3. Assists with checking, care, preparation and arrangement of instructional materials and equipment
4. Assists with enrollment procedures, cafeteria count, attendance verifications and other classroom routines and activities
5. Assists with yard duty, first aid and physical education periods
6. Helps with recordkeeping, filing, checking and works with small groups of children under direction of the teacher or other certificated staff
7. Assists classroom teacher with handicapped children to and from buses, with wraps and special equipment
8. Assists with personal and health needs of pupils; assists with physical therapy, fire drill and rest periods
9. Prepares laundry and makes beds; prepares and assists children during lunch and snack period; checks and maintains lavatories
10. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; classified salary schedule, class 10

**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