



# COVINA-VALLEY

## UNIFIED SCHOOL DISTRICT

July 1975

### INSTRUCTIONAL AIDE-ADULT SCHOOL

#### DEFINITION

Under immediate supervision, to assist an Adult School instructor by performing a variety of general classroom, shop, and routine clerical duties; and to do related work as required.

#### DISTINGUISHING CHARACTERISTICS

This position is established to assist instructors in their instructional duties in large classes and to relieve them of clerical and routine details, which are non-instructional in nature. The aide will be assigned to a specialized subject area including but not limited to the following:

Automotive Care & Maintenance	Furniture Repair	Photography
Automotive Tune-up, Minor	& Refinishing	Physical Conditioning
Bookkeeping	Home Decorative Arts	Remedial Reading
Care & Repair of Mechanical	Hospital Attendant	Secretary Skills
Clocks	Independent Study Lab.	Sewing
Career Center	Lapidary	Speed Reading
Cashier (Grocery)	Leathercraft	TV Circuitry &
Ceramics	Library Usage &	Repair
Chemistry	Individual Study	Typing
Court Reporting	Motorcycle Maintenance &	Vocational Skills for
Data Processing	Repair	the Handicapped
Drug and Alcohol	Needlecraft	Upholstery
First Aid	Office Occupations	Weaving
Floral Techniques	PBX	Welding
		Woodshop

#### EXAMPLES OF DUTIES

Assists instructor by performing routine classroom, shop, and clerical duties; assists and supervises students on an individual or group basis as assigned; issues supplies and equipment; sells supplies to students; inspects equipment; scores tests; stores incoming materials and keeps a perpetual inventory of supplies; maintains records; may make minor repairs on equipment; supervises and assists students in general classroom or shop clean-up.

REQUIRED QUALIFICATIONS

Knowledge of:

Equipment used in specialized area of assignment;  
General classroom and shop operating procedures.

Ability to:

Perform general clerical duties incidental to classroom or shop operation;  
Assist in greeting and orienting new students;  
Understand and follow oral and written directions;  
Understand student needs;  
Establish and maintain cooperative and effective working relationships with students;  
Perform safety check on equipment;  
Operate equipment used in specialized area.

Experience:

Experience on the job or in a classroom instructional program related to the specialized area is preferred.

Education:

Completion of the tenth grade or equivalent; completion of one or more courses in the area of specialization is desired.

This position will be paid on the appropriate step of the Classified salary schedule:

Range 135

10-11 months\*

*\*based on location*