



# COVINA-VALLEY

## UNIFIED SCHOOL DISTRICT

April 2019

Revised Job Description

Personnel Commission Approval: May 14, 2019

Board Approval: April 15, 2019

### Instructional Aide - Classroom

#### Definition

Under immediate supervision, assist the classroom teacher or other certificated personnel in the performance of their duties and in the supervision of pupils and by performing those tasks which are supportive of the instructional program and conducive to the academic, physical, social, and emotional growth of the student and to do related work as required. Employees in this class are assigned to classrooms to handle an excessive enrollment problem and/or to participate in the Compensatory Education Program, the School Improvement Program, Special Education Programs, the English Language Development Program, or other special programs.

#### Special Note

Some positions require proficiency in a language other than English, in which case the incumbent may be required to

- Assist the teacher to transition students from their native language to English by speaking, reading, and writing in their language;
- Translate for the teacher, reinforcing the teacher's lesson plan and assisting the student to speak, read, and write English;
- Translate written materials and information to go home to non-English speaking parents;
- Translate for non-English speaking parents at parent-teacher conferences, home visits by the teacher, or in phone conversations;
- Assist with administering a variety of tests in English and/or another language.

#### Essential Duties and Responsibilities

- Support instructional activities of individuals or groups of students as assigned;
- Implement teacher directed lessons;
- Assist students with basic personal care needs;
- May type masters from various rough draft materials;
- Maintain routine informational records;
- Prepare reports of work completed and materials used;
- Assemble instructional kits;
- Prepare labels, charts, and displays as instructed;
- Prepare instructional materials as needed;
- May provide or assist in specialized health care services when identified as a requirement in the individualized education program;
- Assist in maintaining a neat and orderly environment;
- Score tests;
- Supervise students during recess, lunch, and bus loading and unloading activities.

### Required Qualifications

- Current CPR and First Aid certification prior to starting the assignment and maintain current at all times;
- The equivalent of graduation from high school and either completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education or attainment of an Associate of Arts degree or higher.

### Preferred Qualifications

- Completion of coursework at an accredited institution of higher education in child development, education, and/or psychology;
- Bilingual in any language including American Sign Language is highly desirable;
- Experience leading youth activities in school, home, church, or community.

### Ability to

- Read, write, and communicate proficiently in English;
- Operate a computer and standard office equipment;
- Learn school policies, methods, and practices generally used with students in a classroom setting;
- Work effectively with students and demonstrate a liking for them;
- Project a warm and friendly manner and disposition;
- Use good judgment in a variety of circumstances and situations;
- Understand and follow oral and written directions;
- Establish and maintain cooperative, effective and safe working relationships with students and adults;
- Communicate in sign language when identified as a requirement;
- Demonstrate oral and literate proficiency in reading, writing, and speaking of another language when identified as a requirement.

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

- Range 135
- School Year