

INSTRUCTIONAL AIDE – CLERICAL

DEFINITION

Under immediate supervision, to perform clerical and supportive non-instructional and certain instructional tasks for a classroom teacher at the 9-12 or Adult School level; and to do other related work as required.

EXAMPLE OF DUTIES

Monitors student activities such as drill, practice and research after lesson and instruction has been given by teacher; supervises the work of groups of students; assists students in applying teacher's instructions to lessons; monitors test taking; monitors study hall and resource centers; prepares teaching aids as directed by teacher; without evaluations, marks and scores tests and student's work; records grades; types and/or reproduces classroom materials; distributes and accounts for materials such as textbooks and equipment; collects, assembles, catalogs, and distributes resource materials; takes roll; accompanies group on field trips; assists in maintaining a neat and orderly room environment.

REQUIRED QUALIFICATIONS

Ability to:

- Perform general clerical work and to learn the operation of office equipment and devices;
- Spell correctly, use good English and make simple arithmetic computations;
- Learn pertinent procedures and functions quickly and to apply them without immediate supervision;
- Understand the needs of students and to possess a genuine liking for them;
- Understand and follow oral and written directions;
- Establish and maintain cooperative and effective working relations with students and adults;
- Project a warm and friendly manner and disposition;
- Type at a speed of not less than 40 net words per minute.

Experience:

Six months of general clerical experience preferably including the operation of standard office equipment, and preferably requiring frequent contact with students and adults.

Education:

Equivalent to graduation from twelfth grade.