

HERMOSA BEACH CITY SCHOOL DISTRICT

Job Description

Instructional Aide

BASIC FUNCTION:

Under the direction of the principal. Under supervision to assist in conducting intensified learning experiences for students in assigned areas of study; to perform a variety of clerical and supportive tasks for instructional personnel; and to perform related work as required.

REPRESENTATIVE DUTIES:

1. Assists instructional personnel with the development and presentation of learning materials and instructional exercises.
2. Tutors students individually or in small groups to reinforce and follow-up learning activity.
3. Oversees and supervises students during classroom activities, in library and on field trips.
4. Assists in the development of a variety of instructional methods.
5. Performs a variety of regular clerical duties, such as filing, typing or duplicating materials.
6. Maintains student records, attendance and files.
7. Operates a variety of instructional media, office machines and equipment.
8. Administers minor first aid to pupils.
9. Supervises students on playground, as needed.

DESIRABLE QUALIFICATIONS:

Knowledge of:

General concepts of child growth and development and child behavior characteristics.
Techniques used in controlling and motivating students.
English usage, punctuation, spelling and grammar.
Routine record keeping.
General purposes and goals of public education.
Specific subject area content as required in job assignment.

Ability to:

Assume responsibility for supervising students.
Learn and utilize basic methods and procedures to be followed in instructional setting.
Perform routine clerical work and basic arithmetical calculations.
Demonstrate an understanding, patient, warm and receptive attitude toward children.
Understand and carry out oral and written instruction.
Maintain cooperative working relationships with students, staff, parents and the general public.

Training and Experience:

48 semester units of college coursework or an AA degree; some paid or volunteer experience working with children in an educational or child care setting or any combination of training and experience that could likely provide the desired knowledge and abilities.
Incumbents are encouraged to participate in courses, seminars and workshops in the area of instructional services, psychology or guidance.
Possession of valid first aid qualification comparable to the Standard Red Cross First Aide Certificate and CPR certificate.