

Manzanita Elementary School District

627 E. Evans Reimer Rd
Gary Rogers, Superintendent
(530) 846-5594

Classified
Vacancy
Announcement

POSITION: **INSTRUCTIONAL AIDE**

WORK YEAR: 11 months Hours/Day and times to be determined

SALARY: Step 1-Range 1 starts @ \$15.00/hour Placement depends on experience

START DATE: ASAP

JOB GOAL: The Instructional Aide's primary responsibility is to assist classroom teachers in the conduct of lessons and other classroom activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in the preparation and presentation of educational lessons, materials, and activities to students in a one-on-one or group setting.
- Assists individual children in need of special attention including students who missed instruction because of absence from class.
- Assists in monitoring pupils in the classroom, on field trips, and other activities.
- Demonstrates a positive working relationship with all students.
- Assists in assessing student work, administering and scoring a variety of tests.
- Brings personal and educational needs of students to the classroom teacher's attention.
- Maintains confidentiality of student information.
- Assists in displaying pupil work.
- Makes quick, responsible decisions regarding student welfare and safety, including counseling students regarding conduct and self-discipline.
- Encourages students to develop and use critical thinking skills through learning and self-help activities.
- Encourages proper etiquette and good manners.
- Operates a wide variety of office and classroom equipment.
- Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.
- Maintains sanitary personal habits and a clean, neat appearance.
- Performs other related duties as assigned by Supervisor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); 1 to 3

months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram, or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Instructional Aide Proficiency Examination Certificate required (Administered By BCOE).

OTHER SKILLS AND ABILITIES: Ability to communicate and interact with staff, students, parents, and others in an open, friendly, business-like manner. Basic computer skills.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

In-District Application Procedure:

Please submit a letter of application with qualifications to Brittany Lobo in the District Office.

Application Procedure:

All of the following information must be received **before your application will be considered** for this position: 1) classified application; 2) at least two letters of recommendation. A resume without an application will not be considered. Applications and information may be obtained from Manzanita Elementary School District, 627 E Evans Reimer Rd, Gridley, CA 95948, ManzanitaElementaryschool.com or EDJOIN.com