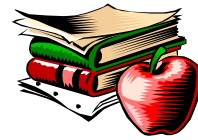




JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Adult School Aide

DEFINITION

Under the direction of an assigned administrator, assist certificated teacher in reinforcing instruction to individuals or small groups of students; monitor and report student progress. Perform a variety of clerical duties in support of the academic program; other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Support and maintain classroom policies. E
- Tutor individuals or small groups of students, reinforcing instruction as directed by the teacher. E
- Assist in the administering and scoring a variety of tests according to student performance and behavior. E
- Perform routine clerical duties; operate classroom and office equipment including computers, copy machines, and other equipment. E
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies. E
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance. E
- Direct group activities of students assigned; assist in monitoring students as directed. E
- Confer, as needed, with teachers concerning programs and materials to meet student needs. E
- Participate in meetings and in-service training programs as assigned. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

AA Degree, 48 semester units of higher education, or passage of CODESP examination.

Experience

Experience working with high school youth is desired

Licenses and Other Requirements

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

KNOWLEDGE AND ABILITIES

Knowledge of

- Computer skills using MS Word, MS Excel, e-mail, etc.
- Knowledge of general office procedures and office machines (computer, fax, and copier).
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic knowledge of specific subject matter to which assigned.
- General needs and behavior of students of various backgrounds.
- Record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to

1. Assist certificated teacher/s with assigned instructional activities.
2. Assist with instruction and related activities in classrooms or assigned learning environments.

3. Maintain effective and cooperative relationships with teachers, students, administrators, parents, other employees, and the general public.
4. Perform routine clerical duties in support of classroom activities.
5. Print and write legibly.
6. Understand and follow oral and written directions.
7. Learn procedures, functions, and limitations of assigned duties.
8. Communicate effectively orally and in writing.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor classroom environment subject to interruptions.

Physical Demands

- Occasional bending, pushing, and moving.
- Lifting of objects with a strength factor of light work.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Clarity of vision at varying distances to monitor student's behavior during classroom activities.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Kneeling and standing for extended periods of time.

SALARY

Range 5