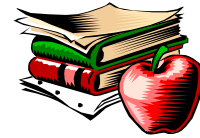




JOB DESCRIPTION
TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Homework Lab Aide

DEFINITION

Under the general supervision of the principal and the immediate supervision of Homework Lab Aides assist identified students in academic subjects in order to develop habits of mind and higher standards of academic achievement among students which will increase postsecondary educational options upon high school graduation.

ESSENTIAL FUNCTIONS

1. Take an active role in developing the academic and personal strengths of students. *E*
 2. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance. *E*
 3. Serve as a positive role model/mentor to students. *E*
 4. Determine from student's notes and discussions, the concepts to teach or reteach. *E*
 5. Review student class and textbook notes, binders, and calendars. *E*
 6. Become familiar with the textbooks and materials used by students. *E*
 7. Conduct tutorial sessions in all subject areas individually or in small groups or. *E*
 8. Conduct mini lessons in the writing process in all subject areas, study skills, and other aspects of college preparation. *E*
 9. Assist students in all phases of the formal writing process, including brainstorming, clustering, revision, and editing. *E*
 10. Communicate frequently and honestly with immediate supervisor regarding student progress and areas of concern. *E*
 11. Assist in the development and preparation of instructional materials. *E*
 12. Review the performance and work of students in tutorial. *E*
 13. Meet and communicate with the teachers regarding student progress, course outlines, and assignment schedules. *E*
 14. Assist in the development of a resource file of enrichment materials. *E*
- Support and maintain classroom policies. *E*
15. Perform routine clerical duties; operate classroom and office equipment including computers, copy machines, and other equipment. *E*
 16. 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*
 17. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance. *E*
 18. Confer, as needed, with teachers concerning programs and materials to meet student needs. *E*
 19. Participate in meetings and in-service training programs as assigned. *E*
 20. Perform other duties as assigned.

QUALIFICATIONS

- Completed 48 units or AA Degree or passed the CODESP Test
- Enrolled in or completed a degree or graduate program at an accredited college or university

- Must have a strong math and English language arts background, evidenced by college transcript

Education

High school diploma or equivalent is required.

Proof of current college enrollment status at an accredited college or university is required.

Knowledge of

Formal writing process

Basic principles of organization and human motivation

Multiple subject areas.

Ability to:

Follow oral and written directions; communicate effectively with others. Ability to relate to pupils with multicultural backgrounds. Learn basic tutoring strategies and instructional methodology; serve as a motivated, organized and successful role model for high school students. Maintain a consistent professional demeanor with students; motivate students using mature judgment, initiative, tact, flexibility and emotional stability; lead group discussion; Provide positive support for pupils, in individual and small group settings. Attend all tutor training sessions, meetings or other required events. Report to the school site in accordance with the established hours of work which were agreed upon with supervisor. Report absences in the prescribed manner (Contact your school site). Cooperate fully with district staff, site counselors, teachers and administrators.

Physical Standards

These physical standards are generic in nature and tasks may vary dependent on assignment. The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this general category. Reasonable accommodations may be made to enable individuals to perform the essential functions. The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Work Environment

While performing the duties of this job, the employee works in an indoor classroom environment. The employee's primary responsibility is working with high school students in a classroom and/or instructional environment. Employees in this position may have a higher level of exposure to infection from students. There is also frequent contact with staff and public. The noise level is moderate.

Physical Demands

The physical demands of this position include frequent sitting and standing for extended periods of time. Dependent on class/student assignment the employee may occasionally lift, push, pull and/or move up to 50 pounds. Repetitive bending at the waist as well as kneeling, stooping, crouching to assist students is also required. Employees may reach overhead as well as above the shoulders and horizontally. Dexterity of hands and fingers to demonstrate activities or run instructional equipment is required as is hearing and speaking to exchange information, make presentations, hear in a noisy environment and locate the source of a sound. Seeing to read a variety of materials and monitor student activities is also required.

SALARY

Range 5

185 days/year