

**JOB DESCRIPTION**  
**Grossmont Union High School District**

**CORRECTIONAL AIDE**

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**Purpose Statement:**

The job of Correctional Aide is done for the purpose/s of assisting in the supervision, testing, and instruction of students; relieving teachers of clerical tasks; assisting students in a classroom or workroom at assigned correctional facility. Incumbents in this classification provide direct academic support to students and teachers which directly supports learning.

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**Essential Functions**

- Administers tests (e.g. GED, trade course tests, etc.) for the purpose of assisting teacher in evaluating students' progress and interpreting results.
- Assists students, individually or in small groups, with lesson assignments (e.g. orienting new students, overseeing computer assisted instruction, inspecting trade work, reviewing test materials, etc.) for the purpose of presenting and/or reinforcing learning concepts and meeting course outcomes.
- Confers with teachers for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Implements instructional programs and lesson plans, under the supervision of the teacher, for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Maintains computerized and manual student records (e.g. testing scores, diploma status, etc.) for the purpose of documenting activities and/or providing reliable information.
- Monitors students for the purpose of enforcing facility regulation to maintain maximum security and providing a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. answering phones, ordering and distributing supplies, scheduling, copying, grading tests/assignments, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
- Responds to emergency situations (e.g. ill or injured student, fights, inappropriate social behavior, etc.) for the purpose of resolving immediate safety concerns.
- Serves as a liaison to staff counselors, county deputies or probation officers for the purpose of providing statistics regarding student attendance and performance.

**Other Functions**

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; applying assessment instruments and interpreting diagnostic tests; operating standard office equipment including software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: tutorial procedures and practices; concepts of grammar and punctuation; and basic security and safety precautions.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups, maintaining confidentiality; working as part of a team; working with frequent interruptions; and establishing and maintaining effective working relationships.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 35% walking, and 15% standing. The job is performed under a generally hazard free environment.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Required Testing**

As required for position

**Certificates & Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

**FLSA Status**

Non Exempt

**Approval Date**

11/10/2005

**Salary Grade**

Unit I 35