

JOB DESCRIPTION
Grossmont Union High School District

INSTRUCTIONAL AIDE V (ADULT SCHOOL)

Purpose Statement:

The job of Instructional Aide V (Adult School) is done for the purpose/s of assisting the teacher by serving as subject matter assistants in a specific learning support area such as GED preparation, English as a Second Language (ESL), etc.; and providing clerical support to teacher/s and staff. Incumbents in this classification provide direct academic support to students and teachers which directly supports learning.

This job reports to Director, Adult School

Essential Functions

- Assists teachers with classroom instruction (e.g. responding to questions, tutoring individuals and small groups, reviewing subject matter, leading small group discussions, assisting students with special research, correcting assignments and tests, etc.) for the purpose of presenting and/or reinforcing learning concepts and assisting students in reaching their academic goals and potential.
- Implements instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Maintains a variety of manual and electronic documents, files and/or records (e.g. music catalogs, medical release forms, inventories, financial records, programs, tickets, student contracts, tests, handouts, etc.) for the purpose of documenting activities, providing reliable information, and complying with district, state and federal requirements.
- Maintains classroom equipment, work area, students files/records for the purpose of ensuring availability of items and/or providing reliable information.
- Modifies classroom work for the purpose of providing a method to support and/or reinforce classroom objectives.
- Performs record keeping and clerical functions (e.g. registering new students, filing, copying, following up on absences, etc.) for the purpose of supporting the adult education program and/or providing necessary records/materials.
- Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.

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: operating standard office and instructional equipment including using pertinent software applications; 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 solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; and fluency in English and Spanish (as assigned).

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with constant interruptions; and establishing and maintaining effective working relationships.

Responsibility

Responsibilities include: working under limited supervision using 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 may be required to perform the job's functions. There is some opportunity to 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; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

As required for position

Certificates & Licenses

Valid Class 2 Drivers License and Medical Certificate
(as assigned)

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 II 33