MONROVIA UNIFIED SCHOOL DISTRICT

JOB TITLE

INSTRUCTIONAL AIDE – ELEMENTARY INTERVENTION

SUMMARY

Under the supervision of the assigned principal, provides assistance to individual or small groups of elementary-aged children; monitor and report student progress regarding academic performance; assists in providing instruction using principles and appropriate learning strategies to support children's cognitive and language development, and performs related duties as assigned.

ESSENTIAL DUTIES

Assists teachers and/or interventionists with instructional materials and various classroom displays; provides assistance with assessments; takes notes regarding student performance and communicates these notes to teachers and/or interventionists; maintains clean and orderly classroom; plans and conducts instructional activities for students as assigned by the teacher and/or interventionist; maintains books, audio devices, and other instructional materials in the classroom; maintains books, audio devices, and other supplies for use in the classroom.
Supervises students while at recess, lunch, or during special activities.

EMPLOYMENT STANDARDS

Education and Experience: Minimum of one (1) year of experience working with elementary aged children, paid or volunteer. Graduation from High School or equivalent; successful completion of 48 semester units (72 quarter units) at a recognized college or university OR attainment of an Associate (or higher) from a recognized college or university

Knowledge of: Basic math, English grammar, spelling, reading, and composition; the basics of good discipline; and a basic understanding of the educational process and the role of an Instructional Aide.

Ability to: learn and understand the needs and behavior of students; learn the basic methods used in instruction; learn, understand and apply rules, regulations, procedures and policies; learn to operate a computer; perform routine clerical tasks; understand and carry out written and oral instructions; and establish and maintain effective working relationships.

Work environment: Primarily indoor classroom environment. This position is exposed to moderate noise level; and outdoor elements.

Physical ability: This position requires sitting, frequent stooping and bending, walking and standing.

INSTRUCTIONAL AIDE – ELEMENTARY INTERVENTION

SPECIAL NOTE**:** The list of essential functions, other typical duties, and physical abilities is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Adopted: