



PITTSBURG UNIFIED SCHOOL DISTRICT

CLASSROOM AIDE

CLASSIFICATION SPECIFICATION

DEFINITION:

Under supervision, to perform paraprofessional instructional and clerical activities as directed by a certificated employee; and to perform all related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

- Assists instructional personnel with the development and presentation of learning materials and instructional exercises
- Tutors students individually or in small groups to reinforce and follow up learning activity
- Monitors and assists students through drill, practice and study activities following the presentation of instructional concepts by instructional personnel
- Assists in supervision of classroom, playground and field trip activities
- Reads to students, explains words and meanings, rephrases materials and provides similar learning examples
- Assists in the management and shaping of student behavior through the use of positive reinforcement strategies
- Assists in the development of a variety of instructional materials for use with individual and small groups of students or in activity centers
- May perform a variety of regular clerical duties, such as filing, light typing or duplicating materials
- Administers and corrects standardized and teacher made tests
- Maintains student records, attendance and files
- Scores tests, and computes and records grades
- Operates a variety of instructional media, office machines and equipment
- Operates audio visual equipment
- Maintains discipline in the absence of the teacher; accompanies students on field trips
- Assists in maintaining a neat, orderly and attractive learning environment
- May assist in parent conferences
- May administer minor first aid
- Performs all other related duties as assigned

MINIMUM REQUIREMENTS:

Knowledge Of:

- General concepts of child growth and development, and child behavior characteristics
- Techniques used in controlling and motivating students
- Correct English usage, punctuation, spelling and grammar
- Simple record keeping and record management

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MINIMUM REQUIREMENTS:

Knowledge Of: (cont.)

- Basic arithmetical concepts
- Minor first aid principles
- Specific subject area content as required in job assignment

Ability To:

- Assume responsibility for supervising a small group of students
- Learn and utilize standard teaching aids and office machines
- Perform basic arithmetical calculations accurately
- Learn and utilize basic methods and procedures to be followed in instructional settings
- Demonstrate the ability to work effectively with children
- Communicate satisfactorily in oral and written form
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with students, staff, parents and the general public

Training & Experience:

One year of paid or volunteer experience working with children in an educational or child care setting is highly desirable.

Physical:

Good physical condition as determined by pre and post employment inquiries and health reports.

