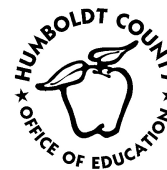


HUMBOLDT COUNTY OFFICE OF EDUCATION
Instructional Aide/Juvenile Court and Community Schools



Garry T. Eagles, Ph.D.
Superintendent

JOB SUMMARY

Under general supervision of a classroom teacher, to instruct students individually or in small groups and to assist in helping each student to experience success and a feeling of self worth through the learning process and other duties as assigned.

EXAMPLES OF DUTIES

Assists individual students and small groups of students with reading, writing, arithmetic, communication skills and other related activities in the classroom; assists in the disposition and care of instructional supplies and materials; assists in creating a learning environment in which caring relationships are formed and where motivation toward learning is fostered; assists in developing and setting up audio-visual aids; interacts with students in their activities; assists in some of the clerical aspects of teaching; assists in creating a learning environment that stimulates the desire to learn; assists in maintaining an orderly classroom with constant attention given to safety and security; and performs other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from high school or comparable demonstration of basic competence and one year of paid or voluntary experience working with children. College coursework related to child growth and development, such as psychology, family/social work or teacher education may be substituted for one year of experience working with children. Those with formal training in working with high-risk youth are preferred. A passing score on the Instructional Aide Proficiency Test.

Knowledge of:

- Needs of delinquent/pre-delinquent children and their families;
- The treatment philosophy of the program and the willingness to help implement it;
- Security measures set up by the staff involved;
- Reading and writing in English including grammar and composition;
- Number concepts;
- Classroom computer and other instructional equipment.

Ability to:

- Communicate and work well with students of varying age;
- Organize work and communicate clearly and concisely;
- Maintain emotional control under difficult situations;
- Learn and adapt to new procedures and conditions;
- Perform routine clerical work;
- Accurately and efficiently input data;
- Recognize hazards to safety;
- Maintain a continuing relationship with the same students and staff over a prolonged period;
- Apply knowledge and practices with judgment;
- Learn laws, rules, practices and procedures related to public education for children and related to the program to which assigned;
- Read and comprehend fine print, such as texts, catalogs, etc.;
- Communicate effectively via telephone, computer modem, and in person;
- Lift/move objects weighing up to 50 pounds.

Personnel Commission

January 14, 1992/Revised 3/14/95

Range 30

G:Job Desc/CCS Inst Aide 1995