

Madera Unified School District Classified Job Description

Classroom Aide

Purpose Statement

The job of Classroom Aide was established for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for implementing programs for the personal and emotional growth of students; assisting in the monitoring of behavior plans; and communicating observations to teachers, parents and administrators.

This job reports to Preschool Supervisor / Site Administrator.

Essential Functions

- Assists in monitoring behavior plans for the purpose of ensuring student compliance with established plans.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Establishes positive individual relationships for the purpose of building student confidence and self esteem.
- Implements under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Maintains playroom for the purpose of creating a comfortable, supportive environment.
- Manages assigned projects and activities (e.g. reports, goals, etc.) for the purpose of meeting established timelines and objectives.
- Provides ongoing feedback for the purpose of informing supervisor and teachers of students' progress.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: stages of child development; methods of motivating and controlling children; and awareness of codes, regulations and laws related to counseling students.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: providing direction and leadership; communicating with persons of varied backgrounds; maintaining confidentiality; and adapting to changing priorities.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; 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 effect 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 climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience One year of work experience in a school or youth organization; or one year of experience in working with pre-school aged children.

Education High School diploma or equivalent

Minimum of six units in the field of Child Development/ Early Childhood Education.

If opening is for Cal-Safe program; three of the six units must be in infant toddler.

Required Testing

Pre-employment Proficiency Test

Continuing Educ./Training

Must acquire six (6) child development units within first year of employment.

Certificates

Valid CDL

Clearances

DOJ/FBI Background Clearance

Fingerprint/Background Clearance

Immunizations (Influenza vaccine, Pertussis, Measles)

TB Clearance

Physical Demands (B)

FLSA Status

Non Exempt

Approval Date

Salary Range