

## **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

Immunizations (Influenza vaccine, Pertussis, Measles)

TB Clearance

Physical Demands (B)

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Range**

Classified Salary Schedule – Range 9