

INSTRUCTIONAL AIDE (BUSINESS EDUCATION)

DEFINITION

Assists a teacher in developing and presenting specialized educational materials and conducting instructional activities in the field of business education, and reinforces subject matter that has been introduced by a teacher.

TYPICAL DUTIES

Assists a teacher by performing the following duties to reinforce subject matter that has been introduced by a teacher:

- Presenting educational information to students in clerical or secretarial classes.
- Locating and compiling information and preparing exhibits, demonstrations, equipment, and other materials used in business education classes.
- Demonstrating methods, procedures, techniques, materials, and equipment used by clerical and secretarial personnel.
- Tutoring individual or groups of students in business organization and practices, business mathematics, and clerical and secretarial subjects
- Reviewing student work for correct procedures in order to develop typing, filing, and related office skills.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Instructional Aide (Business Education) assists a teacher with instructional activities related to clerical and secretarial courses by tutoring students and business education classes

An Instructional Aide assists a teacher or other certificated employee in instructional activities related to an area of expertise acquired by advanced education, specialized training, or experience. Instructional Aide assignments are limited in the number of hours per pay period and may be irregular in schedule.

An Education Aide III assists a teacher or other certified employee in conducting instructional activities, providing student services, modifying student behavior, and communicating with parents. Education Aide III assignments are usually regular in schedule and do not require expertise in specialized subject matter.

SUPERVISION

Supervision is received from a teacher. No supervision is exercised over District employees.

CLASS QUALIFICATIONS

Knowledge of:

Subject matter contained in office and secretarial courses
Standards of courtesy and behavior expected of students
Safety rules and procedures related to office practices and equipment and machine use

Ability to:

Effectively speak, read and write English
Demonstrate the operation of a variety of office machines and equipment
Communicate basic information related to clerical and secretarial courses to students who have varying levels of comprehension

ENTRANCE QUALIFICATIONS

Education:

In compliance with the Every Student Succeeds Act (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Paraprofessionals who provide instructional assistance are required to pass the District Proficiency Test and possess a high school diploma or equivalent and one of the following:

Completion of 48 semester units or 72 quarter units from a recognized college or university,

OR

Possession of an associate or higher degree, from a recognized college or university

OR

Receipt of a passing score on the Instructional Assistance Test.;

AND

Successful completion of two years of high school level business education courses in typing, filing, and shorthand,

OR

Successful completion of two semesters in business courses in a college or school of business,

Experience:

One year of experience in an office clerical, typing, or stenographic position, or any combination of equivalent study and work equal to one year.

Special:

Ability to communicate in a language other than English may be required for some positions for the class of Instructional Aide (Business Education).

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.

Revised
06-14-18
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