

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Unit B

Class Codes

| | |
|--|------|
| EDUCATION AIDE III & (RESTRICTED) | 4581 |
| EDUCATION AIDE III (FEMALE) & (RESTRICTED) | 4594 |
| EDUCATION AIDE III (MALE) & (RESTRICTED) | 4587 |
| EDUCATION AIDE III (AVID) | 4596 |

DEFINITION

Assists a teacher or other certificated employee in conducting instructional activities, providing student services, modifying student behavior, and communicating with parents, and performs related manual and clerical tasks.

TYPICAL DUTIES

Assists a teacher or other certificated employee by performing duties such as:

Reading to students, reinforcing the subject matter presented by the teacher to maintain or improve learning skills, assisting students with library or computer lab activities, correcting work papers and scoring tests, and supervising a group while the teacher is busy elsewhere in the classroom.

Collecting and distributing materials, monitoring classes during tests, helping to set up or arrange furniture and audio-visual and other equipment, and storing or disposing of materials.

Monitoring assigned areas on school grounds to assist in enforcing safety and disciplinary rules.

Making home contacts (by phone or in person) to review school or center programs with parents or community groups, to assist in establishing or maintaining cooperative relationships, to resolve problems related to attendance or behavior, and to encourage parental involvement.

Posting information on classroom records, filing materials, storing supplies, running errands, operating simple office equipment, and performing other miscellaneous duties.

Preparing instructional, display, and work materials.

In addition to classroom duties, may perform such duties as:

Supervising or assisting in supervising students at bus loading and unloading zones and during bus travel.

Monitoring student behavior in rest rooms and locker rooms to prevent rule violations or unsafe activities.

May accompany students on bus trips.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Education Aide III works in a school under the immediate supervision of a teacher or other certificated employee. Assigned duties involve assisting in instructional reinforcement activities with students. An Education Aide III (Female) performs similar duties, except that she enters rest rooms and other facilities restricted to females in the course of her work. An Education Aide III (Male) performs similar duties, except that he enters rest rooms and other facilities restricted to males in the course of his work. An Education Aide III (AVID) performs similar duties, except he or she provides assistance to students in the AVID (Advancement Via Individual Determination) Program.

Employees in (Restricted) classes are employed in accordance with Personnel Commission Rule 518.

An Education Aide III in a bilingual classification speaks the designated language in performing the same duties as an Education Aide III.

An Education Aide II works under the immediate supervision of a teacher or other certificated employee; performs routine manual tasks, class-related clerical tasks and classroom monitoring; and assists in communications with parents.

SUPERVISION

Immediate supervision is received from a certificated employee, usually a classroom teacher. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Safety rules and procedures to be observed by students
- Standards of courtesy and behavior expected of students
- Correct grammar

Ability to:

- Speak English clearly and effectively
- Read English aloud with ease
- Write legibly on a chalkboard
- Draw simple sketches
- Enforce safety and disciplinary rules
- Learn to operate equipment such as copy machines
- Work cooperatively with teachers and others

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;

Education Aide III (AVID)

The Education Aide III (AVID) requires the above ESSA standards

AND

Current enrollment recognized college or university preferably in a bachelor's program.

OR

Possession of a bachelor's degree, from a recognized college or university.

Special:

The field of competition for "restricted" classes is limited to persons who meet certain criteria in accordance with Personnel Commission Rule 518. At the time of recruitment, the specific criteria will be indicated.

A valid California Driver License and the use of an automobile may be required for some positions.

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 change typical duties of a position at any time.

Revised
06-14-18
SD