

EDUCATIONAL RESOURCE AIDE AND (RESTRICTED)	4924
EDUCATIONAL RESOURCE AIDE (ARMENIAN LANGUAGE) AND (RESTRICTED)	4928
EDUCATIONAL RESOURCE AIDE (SPANISH LANGUAGE) AND (RESTRICTED)	4925

## DEFINITION

Assists in supporting and extending the focus of the school's instructional program, assists in maintaining a safe and nurturing environment, and supports and strengthens school community relations.

## TYPICAL DUTIES

Assists teachers or other certificated employees by performing duties such as:

- Providing an extension of the instructional day by conducting large and small group tutoring and discussion groups before and after school
  - Assisting in maintaining and supporting the daily instructional program by conducting psycho/perceptual motor classes throughout the school day
  - Assisting in creating an additional instructional environment for students by providing and maintaining an area where students can do homework and receive assistance in skill development
  - Fostering a safe and nurturing environment, meeting with small and large groups outside of the classroom to promote and sustain appropriate behavior, and providing lessons in conflict resolution and behavior modification
  - Maintaining an active role as a member of the school instructional team participating in staff development training.
- May make 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.
- May discuss with student groups issues relating to narcotics, attendance, gang activities, vandalism, safety, and community relations.
- May contact parents regarding students with behavior problems and to discuss conflict resolution.
- May counsel individual students or groups of students or assist student clubs.
- May interpret orally and in writing between English and the designated language for school personnel at assemblies, at parent conferences and meetings, and in the classroom, and for school correspondence.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Educational Resource Aide works in a school under the immediate supervision of a teacher or other certificated employee to tutor students before and after school, foster a safe learning environment, monitor areas for homework and skill development, and may assist in school-community-parent relations. Employees in the classes designated bilingual are required to speak the designated language as part of their duties and receive a salary differential therefor. Employees in (Restricted) status are employed in accordance with Education Code Section 45105 or 45108.

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.

A Campus Aide patrols school facilities in order to prevent violations of rules or safe practices.

## SUPERVISION

Immediate supervision is received from a teacher or other certificated employee. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Content of school's instructional program
- Psycho/perceptual motor skills and appropriate activities
- Physical and emotional needs of children at various age levels
- Correct English grammatical usage
- Adolescent development and problems
- Safety rules and procedures to be observed by students
- Standards of courtesy and behavior expected of students

### Ability to:

- Speak English clearly and effectively
- Read English aloud with ease
- Write legibly on a chalkboard
- Enforce safety and disciplinary rules
- Establish good relations with individual students and groups
- Gain confidence of students
- Communicate and relate effectively with students

## 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.

Special:

Ability to speak Spanish is required in the class designated as (Spanish Language).

Ability to speak Armenian is required in the class designated as (Armenian Language).

For "restricted" status, applicants must reside in a designated geographic area surrounding the school where the position is assigned.

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

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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