

INSTRUCTIONAL AIDE I & (RESTRICTED)	4991
INSTRUCTIONAL AIDE II & (RESTRICTED)	4592

## DEFINITION

Assists a certificated employee in developing and presenting specialized educational materials and in conducting instructional activities requiring specialized education, training, or vocational experience.

## TYPICAL DUTIES

Assists a teacher or other certificated employee in a school by performing some of the following duties in order to introduce subject matter to students:

- Presenting educational information to students in a specialty area of expertise.
- Performing research, compiling information, and/or preparing exhibits, demonstrations, equipment, and other materials in a specialized subject area or an area requiring special skills.
- Demonstrating methods, procedures, techniques, and uses of materials, tools, and equipment to students.
- Provides explanation to students regarding assigned computer activities.
- Arranging and conducting educational visits related to instructional activities.
- Conducting group activities related to physical education, music and other arts, and other subjects.
- Tutoring individual students or groups in subjects requiring advanced knowledge of specialized subjects, such as languages, mathematics, science, etc.
- Correcting student papers and/or advising students regarding improvement of work products.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Instructional Aide I or II assists a teacher or other certificated employee by presenting instructional materials and activities related to an area in which the incumbent has expertise derived from advanced education or specialized training or experience. Instructional Aide assignments are limited in working hours. Employees in (Restricted) classes are employed in accordance with Personnel Commission Rule 518.

An Instructional Aide (Computer Lab) maintains a school's computer lab, uploads software, performs minor troubleshooting, provides training to students in computer operation and software capabilities and supports the instructional program.

An Education Aide reinforces regular and routine class, school, and related educational activities introduced by a certificated employee and performs classroom clerical duties. Education Aide III assignments are usually regular in schedule and do not require expertise in specialized subject matter.

## SUPERVISION

Supervision is received from a certificated employee, usually a teacher. No supervision is exercised over District employees.

## CLASS QUALIFICATIONS

### Knowledge of:

The special subject matter of the instructional activity  
Standards of courtesy and behavior expected of students  
Safety rules and procedures related to the subject of the instructional activity

### Ability to:

Speak, read, and write clear, understandable English and any other language which may be required by the assignment  
Perform the physical tasks required in preparing and presenting educational material and conducting instructional activities  
Communicate specialized information to pupils with varying levels of understanding

## ENTRANCE QUALIFICATIONS

### Instructional Aide I and Instructional Aide II

#### 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.

### Instructional Aide II

Only employees who were assigned to the class of Instructional Aide prior to December 7, 1992 or who were assigned directly from the class of Teacher Assistant, non-degree track, on or before January 23, 1996 are eligible for employment as Instructional Aide II.

#### Special:

Ability to speak, read, and write in a language other than English may be required in some assignments in both classes.

## SPECIAL NOTES

1. Positions in the classes of Instructional Aide I and II are limited to 60 hours a pay period.
2. There are specialized classes of Instructional Aide that are to be used in preference to the general classes of Instructional Aide I or II if the assigned duties are appropriate. They are not limited to a maximum assignment of 60 hours a pay period. [Examples: Instructional Aide (Horticulture), Instructional Aide (Metalworking), Instructional Aide (Music)]. If there is an eligibility list for such a class, the eligibles must be considered in filling a vacant position regardless of the number of assigned hours, which could be 60 hours or less. The classes of Instructional Aide I or II may be used to assist in teaching vocational subjects, but only in the absence of a specialized class, such as those listed as examples.

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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