

River Oak Charter School (ROCS)  
**JOB TITLE: Instructional Aide Levels I - IV**

**Part Time Hourly Classified Position**

Pay Schedule:	Hourly Supplemental
Annual Work Days:	TBD
Work Day:	TBD
Hourly Salary Range:	9.35 – 14.59

Starting salary is based on experience and training in job related skills. After beginning employment the Instructional Aides will have the opportunity to advance one step per year of employment based on Charter Council approval and consideration to cost of living increases or other adjustments to annual salaries based upon enrollment and financial situation.

**DESCRIPTION**

Assist in supervision and instruction of mainstream by providing assistance to teachers, relieving teachers of routine clerical tasks, under direct supervision of classroom teacher.

**REPORTS TO and EVALUATED BY:**

Administrator

**DUTIES & RESPONSIBILITIES**

- Assist in individual instruction and recording results in basic academics, communication skills, vocation skills, self help skills
- Monitors/supervises student behavior in classroom, restrooms, playground, etc. to provide for the safety and welfare of students
- Inspects and monitors students' outside play environment for purpose of safety of students and assisting in maintenance of outside play equipment.
- Reports observations and incidents regarding student discipline, condition of outside play equipment and/or playground and facility safety issues for purpose of ensuring a safe school campus.
- Administers first aid to students for the purpose of providing first responder emergency care.
- Administers medication and specialized treatment (e.g. tube feeding, etc.) to special education students for purpose of providing appropriate care for disabled, ill, medically fragile and/or injured children.
- Assists nurse for the purpose of providing health screening, training, etc.
- Refers students requiring further medical attention for purpose of providing additional information to teacher and/or administrator.
- Prepares documentation (e.g. Medical emergency cards, inventory supplies, etc.) for the purpose of providing written support and /or conveying information.
- Assists school staff by conducting checks for head lice
- Assists students with physical or cognitive disabilities with toileting activities.
- Assists teachers and parents for ;purpose of implementing lesson plans and/or developing students' daily living and behavioral skills.
- Maintains classroom equipment, students' files/records.
- Support lesson plans and student projects by developing teaching aids, charts, etc. as directed by the teacher
- Instructs and aids students with various computer technology applications.
- Confers with teachers, parents and/or appropriate community agency personnel for purpose of assisting in evaluation of student's progress and/or implementing of student's classroom objectives.
- Participates in meetings for purpose of sharing information and/or improving skills and knowledge.
- Performs record keeping and basic clerical functions, copying, etc. for purpose of supporting teacher in maintaining student records and providing classroom materials.
- Assists other personnel as required

#### EMPLOYMENT STANDARDS:

##### Ability to:

Enjoy working with children in a patient, positive manner, carry out oral and written directions, communicate appropriately with parents, co-workers, and school site administration and personnel, perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment, use English in oral and written form, use correct grammar, punctuation and spelling, sit for prolonged periods, understand and carry out oral and written instructions, maintain confidentiality of student records, meet schedules and deadlines, read, interpret and apply rules, regulations and policies. Rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include reaching, handling, talking, hearing conversations, near and far visual acuity, depth perception, accommodation, field of vision.

#### EDUCATION AND EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. **Minimum Education and Experience Requirements:** Must meet No Child Left Behind (NCLB) requirements; 48 hours college credits or pass onsite test. Prior job experience paid or volunteer with school aged children. Additional qualifying experience may be substituted for the education on the basis of three years experience for one year of education.

#### LICENSES AND OTHER REQUIREMENTS:

Current CPR and First Aide Certification, must be kept current  
Must pass criminal record clearance and child abuse index check  
Must have valid CA driver's license and proof of auto insurance for emergencies  
Tuberculosis test within last 4 years, must be kept current

#### ENVIRONMENT:

Office environment, driving a vehicle to conduct work as assigned by the position

#### PHYSICAL ABILITIES:

Seeing to read a variety of materials; Hearing and speaking to exchange information; Speaking so that others may understand at normal levels and on the telephone; Dexterity of hands and fingers to operate a computer keyboard and other equipment;  
Sitting, standing, walking, twisting, stooping, crouching, kneeling, bending over at the waist, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

#### HAZARDS:

Driving a vehicle during adverse weather conditions.