Definition
Under supervision of an assigned supervisor, to perform a variety of instructional activities; to provide intensified learning experiences for students in assigned areas; to provide a variety of clerical and supportive tasks for teachers; and to do related work as required.

Example of Duties
- May assist students with toileting (stipend included in salary schedule), eating, and hygiene needs
- Assists with transporting students, including those in wheelchairs
- Tutors individuals and small groups of students to reinforce and follow-up learning activities;
- Assists certified staff with the development and presentation of learning materials and instructional exercises;
- Supervises students in the classroom, on field trips and during other activities;
- Assists with instruction, as needed, when student is engaged in independent activities;
- Assists instructional personnel with parental contacts and materials to be sent home.
- Maintains student records, attendance and files;
- Assists in maintain a neat, orderly and attractive learning environment by performing such tasks as cleaning the room, arranging displays or preparing bulletin boards;
- May communicate in a foreign language with students to help clarify instructions and answer questions. This is not intended to be used for translation services between home and school.

[Note: The District believes that the phrase “toileting” has in the past and current practices represented both, taking students to the toilet and assisting, as well as diapering.]

Desirable Qualifications:

Knowledge of:
- Techniques used in controlling and motivating children;
- Correct English usage;
- Routine record keeping;
- General purposes and goals of public education.

Ability to:
- Assume responsibility for supervising students;
- Demonstrate patience, warmth and a liking for children;
- Learn and utilize standard teaching aids;
- Learn and utilize basic methods and procedures to be followed in an instructional setting;
- Understand and carry out oral and written directions;
- Maintain cooperative and effective working relationships with children and adults.

**Experience**
- One year of experience working with children in an educational or child care setting

**Education**
- Equivalent to the completion of the twelfth grade, preferably supplemented by courses in child care, psychology or guidance; and

Board approved 10/25/03  
Revised & Board Approved 11/13/18