

# Grass Valley School District

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<b>POSITION TITLE:</b>	<b>INSTRUCTIONAL AIDE I/II</b>
PLACEMENT:	<b>CLASSIFIED SALARY SCHEDULE, POSITION RANGE H &amp; G; 180 DAY EMPLOYEE</b>
REPORTS TO:	<b>PRINCIPAL AND TEACHER ASSIGNED</b>

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## **BASIC FUNCTION**

Under direction of management personnel and certificated staff, assist certificated staff in the instruction, supervision and training of individuals or groups of students; perform a variety of instructional services within a well-defined framework of policies and procedures; provide a range of instructional training experiences in a variety of educational environments, and to perform related duties as assigned. Contact with others primarily includes students, parents and other school district staff.

## **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Under supervision of credentialed teacher, prepares for classroom activities and lessons.
2. Works with small groups of students to reinforce material initially introduced by the teacher.
3. Assists individual children in need of special attention.
4. May perform clerical duties, run duplicating and audio-visual equipment.
5. Maintains proper level of small and large group control in the classroom and on the grounds.
6. Assists teacher with non-instructional classroom duties; such as, lunch count, collection of money, attendance, etc.
7. Assists students in the library or media center.
8. Participates in in-service training program.
9. Assists in preparing class and bulletin board displays.
10. Assists teacher with classroom activities.
11. Maintains cooperative relationships with all parents/care providers, staff, and students.
12. Serves as a role model through appearance, attitude and proper use of English.
13. Assists teacher in duties relating to the supervision of playground, study hall, cafeteria, bus loading, assemblies, and on field trips.
14. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
15. Brings any problem or special information about an individual student to the attention of the teacher.
16. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of all employees.
17. Other duties as may be assigned or reasonably expected of this position.

## **QUALIFICATIONS**

1. Submit to fingerprinting test through the California Bureau of Justice and/or Federal Bureau of Investigation.
2. Clear TB Test.

## **EDUCATION AND EXPERIENCE**

### **SKILLS AND ABILITIES:**

1. Meets Highly Qualified Paraprofessional status of high school diploma plus 2 years of college OR Associate's Degree OR pass the rigorous standard of quality on the equivalent locally developed Highly Qualified Paraprofessional Assessment.
2. Instructional Aide II: to qualify for this category, an employee shall hold an Instructional Aide Certificate, AA Degree or Bachelor's Degree.

## **WORK ENVIRONMENT:**

1. Employees in this position will be required to work indoors and outdoors in a school environment and come in direct contact with students, Grass Valley School District staff, and the public.

### **MACHINES AND/OR TOOLS USED**

1. Computer, telephone, two-way radio/cell phone, photocopier, pen, paper, books, instructional materials, markers, scissors, art supplies, games, paper cutter, die cut machine, laminating machine, television, overhead projector, VCR/DVD/CD players, video tapes/CD's/DVD's, sports equipment, gardening shovels, microwave, refrigerator, kitchen utensils, vacuum cleaner, aquariums, birdcages, animal cages, stool, wheelchairs, gloves, a variety of medical equipment for example epi-pens, etc.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some hazardous conditions and in varying atmospheric conditions
2. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal classroom levels, outdoors and on the telephone.
5. Speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone.
6. Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.
7. Physical capacity to lift, move, and position disabled students who may weigh 150 pounds or more.

**Endurance**

**Minutes At One Time**

**Total Hours In An 8-Hour Day**

Sit	0-30 min.	3-5
Stand	0-5 min.	0-2
Walk	0-5 min.	0-2
Drive	0-30 min.	3-5
Keyboarding	0-5 min.	0-2

	NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%
<b>LIFT</b>						
1 - 10 lbs.						X
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75	X					
76 - 100	X					
<b>CARRY</b>						
1 - 10 lbs.					X	
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75	X					
76 - 100	X					
<b>PUSH</b>						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X(1)				
76 - 100		X(1)				
<b>PULL</b>						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X(1)				
76 - 100		X(1)				

	NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%
Bend/Stoop				X		
Twist				X		
Crouch/Squat				X		
Kneel			X			
Crawl		X				
Walk-Level					X	
Walk-Uneven		X				
Climb Stairs		X				
Climb Ladder		X				
Reach Shoulder			X			
Use Arms						X
Use Wrists						X
Use Hands						X
Handling						X
Fingering					X	
Foot Control				X		
<b>ENVIRONMENT</b>						
Inside						X
Outside				X		
Heat	N	O	R	M	A	L
Cold	N	O	R	M	A	L
Dusty	N	O	R	M	A	L
Noisy	N	O	R	M	A	L
Humid	N	O	R	M	A	L
<b>HAZARDS: Blood Borne Pathogens and/or bodily fluids</b>						
Mechanical	Radiant		Explosive			
Burns	Electrical		Other			

**SPECIAL NOTES:**

1. May be required to assist in restraining students weighing up to and in excess of 150 lbs.
2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I, \_\_\_\_\_ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date