

College For Kids Instructional Aide I And II

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Student Worker		960 / 962	04/27/06	Student	1 of 2

DEFINITION : To assist instructors and students in the College for Kids program with specific subject matter areas by performing a variety of non-instructional duties; to provide supervision to assigned group of student participants; to perform a variety of general clerical work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS: Incumbents in positions in this class assume responsibility for the supervision of a group of College for Kids student participants while students are on campus. Incumbents normally require a specific knowledge in a given subject matter in order to assist an instructor or instructors in selected activity sessions within the College for Kids program.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties may include, but are not limited to, the following:

- Assumes responsibility for the supervision of a group of College for Kids student participants while participants are on campus including while in classes as well as during lunch time and breaks.
- Works in one or more classes to organize students on the quad, lead them to class, take attendance, and assist an instructor or instructors in selected activity sessions within the College for Kids program.
- Assists students with specific assignments and activities relating to the College for Kids programs.
- Clarifies instructor and textbook directions.
- Assists instructor in developing the abilities of program participants to recognize and strive for quality work.
- Explains work assignments to student participants as necessary.
- Provides individual attention for specific student participants as needed.
- Interprets program objectives and procedures for student participants.
- Instructs student participants in the proper care and operation of classroom equipment.
- Assists in the repair and maintenance of classroom equipment as needed.
- Assists instructors by proofreading, correcting, and evaluating assignments.
- May perform a variety of general clerical duties including taking attendance and typing, duplicating, and assembling materials.



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MINIMUM QUALIFICATIONS:

Knowledge of:

Principles of the subject matter of the College for Kids program area to which assigned.
 English usage, vocabulary, grammar, and spelling.
 Office methods, supplies, and equipment.

Skill to:

Supervise a group of students.
 Speak and write effectively.
 Ability to follow written and oral directions.
 Learn to operate a variety of classroom instructional equipment.
 Perform a variety of general clerical tasks.
 Understand and carry out oral and written directions.
 Establish and maintain cooperative working relationships with instructional staff and students.
Experience and Training:
 Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

College for Kids Instructional Aide I: Work experience preferred.

 College for Kids Instructional Aide II: Minimum of one year of work experience involving extensive educational or instructional contact with students or the College for Kids Program in area of assignment.

Training:

Completion of appropriate high school-level course work and demonstrated strength in College for Kids program area of assignment.

Actions: Initial adoption by the Governing Board on 04/26/06.