

INSTRUCTIONAL AIDE

DEFINITION

To assist instructors and students in specific subject matter areas by performing a variety of noninstructional duties; to perform a variety of general clerical work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in positions assigned to this class normally require a specific knowledge in a given subject matter area along with the possession of general clerical skills. Incumbents are assigned to work with an instructor or instructors in selected activity sessions within the classroom.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an educational manager.

May receive technical or functional supervision from an instructor or other higher level departmental personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Assists students in specific classroom assignments relating to educational programs.

Clarifies instructor and textbook directions.

Assists instructor in developing the abilities of students to recognize and strive for quality work.

Explains work assignments to students as necessary.

Monitors classrooms during examinations, study periods, and temporary emergency absences of instructors.

Provides individual attention for specific students as needed.

Interprets course objectives and procedures for students.

Instructs students in the proper care and operation of classroom equipment.

Coordinates the repair and maintenance of classroom equipment as needed.

Assists instructors by proofreading, correcting, and evaluating assignments.

Plans and prepares bulletin board displays.

Requisitions supplies.

May perform a variety of general clerical duties; such as taking attendance, typing, duplicating and assembling tests and handout materials.

(Over)

MINIMUM QUALIFICATIONSKnowledge of:

Principles of the subject matter of the department to which assigned.
English usage, vocabulary, grammar, and spelling.
Office methods, supplies, and equipment.

Skill to:

Speak and write effectively.
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:

One year of general clerical experience, preferably involving extensive contact with students.

Training:

Equivalent to completion of the twelfth grade supplemented by completion of college-level courses in the subject area of assignment.