

**Enterprise Elementary School District  
Job Description**

**Job Title:** Instructional Aide - 21st Century Community Learning Center Grant & After School Learning & Safe Neighborhoods Partnership Grant (ACE)  
(Classified Position)

**Department:** Instructional Services

**Reports To:** Site Principal and Site Coordinator

**Range:** B

**Prepared By:** Human Resources Clerk

**Revised Date:** January 10, 2003

**Approved By:** Board of Education

**Approved Date:** February 3, 2003

**SUMMARY-** Under the supervision of the site coordinator or his or her designee, assists in providing instructional services (tutorial, recreation, technology, enrichment) to students in an after school setting; assists students individually or in small groups; performs other duties associated with the program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assist students in an after school setting - both individually and in group settings. Provides assistance in student instruction. Provides direct contact with students and parents in large and small groups. Must be able to keep appropriate student's records, work with program staff members and oversee specific assignments. Establishes and maintains cooperative working relationships with members of the community, parents, and school staff. Implements selected activities as developed by certificated/classified supervisory staff. Reports discipline issues and incidents immediately to supervisor.

**QUALIFICATIONS-** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE-** High school diploma or general education degree (GED). Effective 01/01/03, any schools in the Enterprise Elementary School District where the paraprofessionals are funded by Title I, two years of college education with 48 college credits, or an AA degree, or the passing of a state approved assessment proficiency test, is required. One to three months related experience and/or training.

**LANGUAGE SKILLS-** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations.

**MATHEMATICAL SKILLS-** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY-** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**CERTIFICATES, LICENSES, REGISTRATIONS-** Effective 01/01/03, AA degree or 48 college units; or certificate of passage of state authorized proficiency examination for any paraprofessional whose position is funded by Title I; Instructional Aide Proficiency Certificate from Shasta County Office of Education.

**PHYSICAL DEMANDS-** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT-** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**ADDITIONAL INFORMATION-** Grant funded temporary position(s) - After school hours only.

  
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CSEA President

1-16-03  
Date

  
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Director of Human Resources

1-17-03  
Date

  
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Board Approval (Clerk)

2-05-03  
Date