

**Enterprise Elementary School District  
Classified Job Description**

**Job Title:** Classroom Instructional Aide  
(Classified Position)  
**Department:** Instructional Services  
**Reports To:** Site Principal  
**Range:** B- Classified Salary Schedule  
**Prepared By:** Human Resources Clerk  
**Prepared Date:** April 12, 2005  
**Approved By:** Board of Education  
**Approved Date:** October 5, 2005

**SUMMARY-** Under the supervision of a Site Principal, classroom teacher, or Site Literacy teacher engaged in an educational program; performs duties associated with providing designated instructional services to students; performs other duties associated with the SBCP (School Based Coordinated Plan) program or the Title I math or reading programs to identified students in the District.

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

The Classroom Instructional Aide may be assigned to work independently with individuals or may be given lessons or materials to work independently with small groups of students, primarily on reading or math skills. The Classroom Instructional Aide may correct children's work. At the discretion of the teacher, may help with P.E., Art, and Music activities; may help with bulletin boards; helps keep room neat and tidy; makes arrangements for field trips and accompanies and assists on such trips; may help with playground and lunch room supervision; escorts children when needed; assists teacher in typing and filing; must be able to keep appropriate records. Some technical skill may be necessary; data collection and data entry might be required. Must be able to work cooperatively with students, parents, staff members and principal; must be able to take direction in a competent manner; may be assigned supervision duties.

**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-** A high school diploma or equivalent. Effective 01/01/03, the State of California and No Child Left Behind requires 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 paraprofessional test, is required for new employees. Some applicable experience, education or training related to the program area. Recent experience in working with children or youth groups is desirable. Ability to understand and follow oral and written instruction; ability to perform simple clerical work: typing, filing, using a copy machine, some technical experience required, etc.; ability to maintain harmonious working relationships with parents, teachers, other employees, and students.

**LANGUAGE SKILLS-** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents, and other employees. Must be able to execute the skills necessary as identified by the Paraprofessional examination.

**MATHEMATICAL SKILLS-** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be able to execute the skills necessary as identified by the Paraprofessional examination.

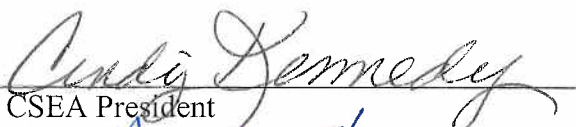
**REASONING ABILITY-** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must be able to execute the skills necessary as identified by the Paraprofessional examination.

**CERTIFICATES, LICENSES, REGISTRATIONS** – AA degree or 48 college units; or certificate of passage of state authorized paraprofessional examination.

**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 regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; 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 what 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 may occasionally be exposed to outside weather conditions. The noise level in the work environment is usually moderate.

  
CSEEA President

9-21-05  
Date

  
Director of Business Services

9/1/05  
Date

  
Board Approval (Clerk)

10/5/05  
Date