

**PATHWAYS TO COLLEGE K-8  
JOB DESCRIPTION**

<b>TITLE:</b>	Intervention Aide
<b>CATEGORY:</b>	Classified Non-Exempt
<b>REPORT TO (BY TITLE):</b>	Executive Director/Principal
<b>SALARY RANGE:</b>	11
<b>SALARY SCHEDULE:</b>	Classified Contract
<b>WORK YEAR:</b>	10 Months

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**POSITION DESCRIPTION**

Under the general direction of the Executive Director/Principal, the Intervention Aide assists a certificated teacher in the instruction of students by directing various learning activities for individuals or small groups; performs a wide variety of routine clerical tasks in support of the instructional program and performs related duties as required.

**DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)**

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

- Provides individual and small group learning activities to reinforce the instructional program defined by the teacher. Activities may include reading to students, explaining words and meanings, demonstrating mathematic problem solving, and assisting children in the review of various subject matter.
- Assists in maintaining a supportive learning environment by listening to children read, leading discussions and assisting in music and art projects.
- Assists in developing and preparing instructional materials, including teaching aids, charts, and bulletin boards.
- Confers with teacher to identify learning needs and evaluate progress of students.
- Assists in maintaining a neat, orderly and attractive learning environment.
- Assists in the supervision of students during classroom activities and on field trips.
- Provides guidance and ensures that students adhere to safety rules.
- Directs students into appropriate social behavior through the use of positive reinforcement. Assists in recording attendance and maintaining simple records.
- Operates simple duplicating and audio-visual equipment.
- Distributes and maintains an inventory of classroom materials such as textbooks, paper, pencils, etc.
- Attends in-service training and parent conference as required.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns.
- Performs other duties as assigned.

## MINIMUM QUALIFICATIONS

### Education and Experience:

- Associate's Degree; or 48 completed units of college coursework.
- One year of paid or volunteer experience working with children ages 5 through 14 in an educational or child care setting, preferred.

### Knowledge of:

- Practical methods used in tutoring, motivating, and controlling students.
- English usage including grammar, vocabulary, and spelling.
- Basic arithmetic concepts and calculations.
- Simple record keeping and filing.

### Ability to:

- Learn and apply the proper methods and procedures to be followed in a variety of instructional situations.
- Communicate effectively orally and in writing using correct grammar.
- Establish and maintain effective working relationships with students, parents, and co-workers.
- Understand and carry out oral and written instructions.
- Use English in both written and verbal form.
- Perform simple clerical tasks and operate standard office machines.
- Maintain confidentiality of pupil records and school reports.
- Demonstrate an understanding, patient, and receptive attitude toward students.
- Understand, interpret, and apply school rules, regulations, procedures and policies.
- Adhere to safety practices.
- Be attentive to detail.
- Implement established curriculum.
- Meet deadlines and schedules and work under time constraints.
- Motivate and work with students.

### Work Environment:

The job functions are generally performed in an indoor environment requiring the following significant physical abilities: reaching, handling, feeling, sensory speaking, hearing, and visual.