

AMADOR COUNTY OFFICE OF EDUCATION
EXTENDED LEARNING INSTRUCTIONAL AIDE

DEFINITION

Under general direction, the Extended Learning Instructional Aide will assist the Extended Learning Instructor in implementing the Extended Learning Program. The primary function of this employee is to assist the Instructor in the daily operations of the before and after school program. To instruct regularly placed students individually and in small groups; and to perform related work as required. To assist the students with the daily homework assignments and to help maintain a safe and healthful environment for the children in the Extended Learning Program. The Extended Learning Instructional Aide will be responsible to the Extended Learning Instructor, the Site Supervisor, and the Extended Learning Program Director.

TYPICAL DUTIES

- Supervises classroom and outdoor playground activities to direct students into safe activities and relationships.
- Maintains professionalism and confidentiality.
- Helps students on a daily basis with their homework assignments.
- Observes activities of students and assists the teacher in maintaining order.
- Sets up and arranges supplies and equipment in the classroom for students to use.
- Demonstrates a positive role model to the students at all times.
- Administers basic first aid, as needed.
- Maintains professional competence through in-service education activities provided by the district and/or self-elected professional growth activities.
- Performs related work as required.

CERTIFICATION REQUIRED:

- Standard CPR and First Aid

PREFERRED SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of youth issues and ability to lead groups of children in school based activities.
- Understand and carry out oral and written instructions.
- Positive attitude towards children of all socio-economic and cultural backgrounds.
- Team player, willing to learn, committed to serving Amador County children.
- Learn and adapt new procedures and conditions.
- Establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

High school graduate or GED diploma.
Experience in a Child Care Center, Preschool, or Recreation program or 6 units or training in ECE/CD is desirable.
A passing score on the district proficiency exam.

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PHYSICAL REQUIREMENTS

This position requires the prospective employee to pass a pre-employment physical.

1. Employee lifts/carries 65 pounds occasionally (less than 33% of the time).
2. Employee lifts/carries 15 pounds frequently (34-66% of the time).
3. Employee lifts/carries 5 pounds constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 14.3 pounds on objects.
5. Employee's position requires pulling a maximum force of 14.3 pounds on objects.

SALARY LEVEL

Range 21 of the ACOE Classified Salary Schedule.