



JOB TITLE: Aide - Workroom/Office - El/Int/HS
DATE REVISED: November 17, 2024
REPORTS TO: Assigned Administrator
DEPARTMENT/CAMPUS: Assigned Campus
PAY GRADE/DUTY DAYS: EA1, 184
FLSA: Non-Exempt

JOB PURPOSE SUMMARY:

The Educational Workroom/Office Aide provides essential support to teachers and staff by assisting with the preparation of instructional materials and maintaining an organized, resource-rich workroom environment. This role includes operating and managing equipment, supporting inventory needs, and ensuring materials are readily available to enhance the instructional program.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Instructional Support and Resource Management:

1. Assist teachers and staff in preparing instructional materials, bulletin boards, and teaching aids to support classroom activities and curriculum delivery.
2. Operate and manage workroom equipment, including audiovisual tools, copiers, and other instructional technology.
3. Maintain an organized and efficient workroom by managing inventory and preparing requisitions as needed to ensure the availability of materials and equipment.

Student and Staff Assistance:

1. Provide support to students in individual or group settings as directed by teachers or administrators, fostering a positive and respectful instructional environment.
2. Supervise and assist students when assigned to the workroom, following established guidelines to ensure safety and productive behavior.

Administrative and Compliance Support:

1. Assist with the maintenance of accurate records related to materials and inventory, and participate in managing any required data entry or record-keeping.
2. Uphold confidentiality regarding student information and other sensitive data in compliance with district policies.

General:

1. Consistently support the District's Shared Vision, Mission, and Promise2Purpose.
2. Demonstrate proficient working knowledge of Microsoft Office, Google applications, and other relevant software to support material preparation and communication.
3. Participate in in-service training as assigned to enhance skills related to the workroom aide role.



4. Perform other duties as assigned by the principal to meet the needs of the campus.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High School Diploma or equivalent
- Experience working with children or in an office setting preferred

CORE KNOWLEDGE, SKILLS & ABILITIES:

.Attention to Detail: Ensures accuracy in preparing and organizing instructional materials.

Communication: Provides clear verbal and written communication with students, staff, and administrators.

Organization and Technology Proficiency: Demonstrates skill in organizing resources and operating workroom technology and equipment.

Adaptability: Adjusts to frequent interruptions and shifting priorities within the workroom setting.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This role requires regular standing, walking, and handling of materials, including lifting and moving supplies and equipment. Work primarily occurs indoors within the workroom environment, where maintaining emotional control and managing multiple tasks under stress are essential.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number:** _____

Employee Signature: _____ **Date:** _____