



JOB TITLE: Aide - Educational Student
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 Student Aide provides support to teachers by assisting with instructional tasks, monitoring students, and maintaining a productive classroom environment. This role involves preparing materials, operating classroom equipment, and performing general duties that enhance the learning experience for students.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Instructional Support:

1. Provide assistance to teachers in preparing instructional materials, setting up bulletin boards, and creating teaching aids to support classroom activities.
2. Operate classroom equipment, including projectors, copiers, and other instructional technology, as directed by the teacher.
3. Monitor students individually and in groups, ensuring a safe and orderly environment according to teacher or principal instructions.

Classroom and Resource Management:

1. Maintain an orderly learning environment by performing routine clean-up tasks and returning materials to designated locations.
2. Support inventory management by tracking supplies, organizing materials, and preparing requisitions as needed.
3. Assist in maintaining accurate and complete records as assigned by the teacher or administrator.

Professional Development and Compliance:

1. Participate in in-service training and other professional development activities as assigned to enhance skills relevant to the aide role.
2. Maintain confidentiality regarding student records and information, adhering to district policies and guidelines.

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 for data entry and communication.



3. Perform other duties as assigned by the principal, providing flexibility in responding to the needs of the campus.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High School Diploma or equivalent
- Experience working with children preferred

CORE KNOWLEDGE, SKILLS & ABILITIES:

Attention to Detail: Ensures accuracy in preparing materials and maintaining organized records.

Communication (Written & Verbal): Interacts effectively with students, staff, and administrators to support instructional tasks.

Organization: Manages resources, instructional materials, and classroom equipment efficiently.

Adaptability: Adjusts to varied tasks and changing needs within the classroom environment.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent standing, walking, and handling of instructional materials. The work occurs primarily indoors within a classroom setting, with some physical tasks involving lifting, packing, or moving of equipment. The role demands maintaining emotional control under stress and adapting to a dynamic educational environment.

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:** _____