

**JOB DESCRIPTION: CATEGORICAL AIDE**

**Nature of Work**

Work involves assistance in facilitating education of students according to established plans including interpreting lessons to students in their native language or through sign language, tutoring small groups, supervising students, assisting with grading papers and performing light clerical tasks in preparation of teaching materials. Assistance may be provided to more than one classroom teacher. Direction is received from a classroom teacher and work is reviewed through observation for desired results by the classroom teacher.

**Reporting Relationship**

This position reports to the Superintendent/Principal with direction received from a classroom teacher.

**Examples of Duties**

1. Works with students individually or in groups in reading, mathematics, spelling, writing and other subject areas using methods and procedures prescribed by the teacher.
2. Interprets lessons to students in their native language or in sign language, or assists visually handicapped students in learning Braille.
3. Assists with grading papers and maintains records of student activities.
4. Operates audio/visual equipment.
5. Supervises student activities and assists in maintaining order in a classroom, or a playground, in a lunchroom and on field trips.
6. Performs routine clerical duties such as operating copy machines, typing and filing as related to classroom activities.
7. Performs other work as assigned.

**Minimum Qualifications**

1. Knowledge of English usage, grammar, vocabulary, spelling and principals of mathematics.
2. Ability to read at a level required of twelfth grade students for graduation from high school.

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3. Ability to maintain order and discipline among students.
4. Ability to provide direction and guidance to students according to established requirements.
5. Ability to follow oral and written instructions.
6. Ability to work tactfully and effectively with students, teachers, administrators, parents and others contacted in the course of work.
7. Ability to teach a lesson to an individual student or group of students for review and practice of previously taught materials.
8. Ability to maintain confidential information regarding a student's progress.
9. According to the needs of students, fluency English, Spanish, Tagalog, or other language, skill in sign language, skill in Braille, or other special skill to assist in communicating lessons to students.
10. Title I paraprofessionals whose duties include instructional support must have:
  1. High school diploma or the equivalent, and
  2. Two years of college (48 units), or
  3. AA degree (or higher), or
  4. Pass a local assessment of knowledge and skills in assisting in instruction.