

**Job Title:** AIDE, INSTRUCTIONAL (K)  
AIDE, INSTRUCTIONAL (BL)  
AIDE, INSTRUCTIONAL (K-BL)  
**Reports to:** Principal and Teacher(s) Assigned  
**Dept./School:** Assigned Campus  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** Summer 2011

**Primary Purpose**

The kinder instructional aide shall work under the supervision of a certified teacher and shall assist the teacher in the preparation and management of classroom activities and administrative requirements.

**QUALIFICATIONS**

**Education/Certification**

A minimum of 60 college hours

**Special Knowledge/Skills**

Ability to work well with children  
Ability to communicate effectively  
Ability to use personal computer

**Experience**

Some experience working with children

**MAJOR RESPONSIBILITIES AND DUTIES**

**General Duties**

1. Participate in daily and long range lesson and classroom activity planning.
2. Pre and post-test students as needed for placement and measurement of yearly student gain.
3. Conduct learning exercises with small groups of children.
4. Guide children in working and playing harmoniously with other children.
5. Alert the teacher to special needs of individual children.
6. Provide escort and assistance to children as necessary.
7. Assist in maintaining a neat and orderly classroom.
8. Help maintain individual records for each child.
9. Assist children during regular play periods, under the supervision of assigned teachers.
10. Participate in scheduled in-service training meetings.

**Other**

11. Perform other duties assigned by supervisor.

12. Maintain confidentiality of information.

**Supervisory Responsibilities**

None

**EQUIPMENT USED**

Copier, personal computer, typewriter, calculator, and audiovisual equipment.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_