

## ALPINE UNION SCHOOL DISTRICT

### Extended Student Services/21st Century Aide

#### Position Description

4270.35

#### Definition

Under the general supervision of the site principal and the Extended Student Services/21st Century Coordinator, supervises the activities of elementary school aged children enrolled in an extended student services and/or 21<sup>st</sup> Century program.

#### Example of Duties

Assists instructional personnel with the development and presentation of learning materials and instructional exercises.

Selects and directs children's activities.

Supervises classroom, playground and study trip activities.

Reads to students, explains words and meanings, rephrases materials and provides similar learning examples.

Assists in the development of a variety of instructional materials.

Assists in the management and shaping of student behavior through the use of positive reinforcement strategies.

Performs a variety of regular clerical duties, such as filing, typing or duplicating materials.

Maintains a variety of reports and records.

Performs general clerical duties for instructional staff.

Distributes and accounts for materials such as textbooks, supplies and equipment; collects, assembles, catalogues and distributes resource materials.

Maintains discipline.

Assists in maintaining a neat, orderly and attractive learning environment.

Assists in yard duty assignments.

Arranges equipment for instructional activities and operates audio-visual equipment.

Attends inservice training as required.

Other related duties as assigned.

#### Qualifications Guide

##### Knowledge of:

English usage, punctuation, spelling and grammar.

General concepts of child growth and development and child behavior characteristics.

Routine recordkeeping.

Basic arithmetical concepts.

Public education goals and objectives.

Basic first aid and CPR.

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Ability to:

Establish and maintain effective working relationship with students.

Learn and utilize standard teaching aids and office machines.

Perform routine clerical work and light typing.

Learn and utilize basic methods and procedures to be followed in instructional settings.

Demonstrate an understanding, patient, warm and receptive attitude toward children.

Understand and carry out oral and written instructions.

Maintain cooperative working relationships with staff, students, parents and the general public.

Training and Experience:

One year of paid or volunteer experience working with children in an educational or child care setting in highly desirable; equivalent to the completion of the twelfth grade, preferably supplemented by courses in child care, supervision, psychology, or guidance and training in early childhood education; or any combination of training and experience that could likely provide the desired knowledge and abilities.

ADOPTED BY THE BOARD OF TRUSTEES  
ALPINE UNION SCHOOL DISTRICT

May 11, 1994

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