

NOW HIRING

CAMPUS AIDES & INSTRUCTIONAL AIDES

CAMPUS AIDE: Support with the implementation of Positive Behavior Intervention Support (PBIS). Engage in positive interactions with staff, parents and students. Supervise hallways, yard during nutrition and lunch periods. Supervise students before, during and after school. Ability to stand and walk for extended periods of time. Assist in classrooms when needed. Aide in other school-wide duties as assigned by the leadership team. Organize recess equipment. Plan for structured nutrition/lunch recess activities. Enforce school safety rules.

REQUIREMENTS: EDUCATION and/or EXPERIENCE

High School Diploma or equivalent. Associates Degree or a minimum of 48 college units, or other relevant field preferred. Skilled in Google, Word, Excel and Power Point preferred.

INSTRUCTIONAL AIDE: Prepare materials for the class under the direction of the teacher. Provide individual and small group assistant with classwork. Assist with taking attendance, using an answer key to grade test and student assignments, recording, grading, drafting correspondence to parents, and handle routine filing of student's work. Reinforce classroom rules and directions to promote positive student behavior. Supervise students as they go to lunch, recess, or other areas on campus. Learning Environment. Assist teacher in the maintenance and organization of the classroom environment. Maintain a professional appearance and demeanor at all times, perform other duties as assigned.

REQUIREMENTS: EDUCATION and/or EXPERIENCE

Associates Degree or a minimum of 48 college units or passage of the CBEST and or Instructional Assistance Test (IAT). Skilled in Google, Word, Excel and Power Point.

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