

TITLE: AIDE II/DRIVER

QUALIFICATIONS:

1. High school diploma and passage of Kern High School District proficiency test; some college preferred
2. Demonstrated knowledge of, and the ability to assist in instructing, reading, writing and mathematics or reading readiness, writing readiness, and mathematics readiness, as appropriate.
3. Experience and desire to work with children and ability to command respect of children
4. Skill and accuracy in oral and written expression and ability and willingness to understand and follow directions
5. Ability to work with adults and children and to respect confidential matters
6. Audio-visual and teacher aide education courses desirable
7. Bilingual ability may be required, depending on assignment
8. Valid California driver's license and clean driving record

REPORTS TO: Administrator as Assigned

JOB GOAL: To transport Special Education students in safe and responsible manner; to provide well-organized, smoothly functioning class environment where students can take full advantage of instructional program and available resource materials

PERFORMANCE RESPONSIBILITIES:

1. Transports Special Education students to needed services
2. Works with classroom teachers, special education teachers, counselors or other staff
3. Assists in development of desirable social skills and habits, moral and mental and physical health for all pupils
4. Assists with checking, care, preparation and arrangement of instructional materials and equipment
5. Assists with enrollment procedures, cafeteria count, attendance verifications and other classroom routines and activities
6. Assists with yard duty, first aid and physical education periods
7. Helps with recordkeeping, filing, checking and works with small groups of children under direction of teacher or other certificated staff
8. Assists classroom teacher with handicapped children to and from buses, with wraps and special equipment
9. Assists with personal and health needs of pupils; assists with physical therapy, fire drill and rest periods
10. Prepares laundry and makes beds; prepares and assists children during lunch and snack period; checks and maintains lavatories
11. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 10

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable