

After School Instructional Aide

Description

The City of Winters seeks an enthusiastic individual for a part-time Instructional Aid for the After School Program. You must be able to work between the hours of 8:00 am – 6:00 pm.

Ideal Candidate

Examples of Duties: duties may include, but are not limited to, the following:

Under supervision of the Site Coordinator and Program Coordinator. Instructional Aide will provide learning experiences for students in assigned areas, provide a variety of clerical and supportive tasks for coordinator and students. Instructional Aides operate in a classroom alone with 15-25 students daily.

- Presentation of learning materials
- Tutors small groups of students while keeping an eye on the rest of the class
- Monitors and assists students in activities such as homework, recreation and enrichment
- Oversees and supervises students during after school program activities and on field trips
- Reads to students, explains words and meanings, rephrases materials and provide similar learning examples
- Takes attendance and maintains a variety of reports and records in a timely manner daily
- Observes students and maintains discipline
- Assists students
- Multi-tasks within the classroom
- Finds reference material and utilizes resources
- Assists in the preparation of material, follows schedules and calendars provided
- Communicates with parents and students to facilitate understanding of instructional materials or programs

• To assure the effective functioning of the program, other reasonable duties may be assigned
The ideal candidate is responsible, energetic, organized, self-motivated and multi-tasker who can watch a class of students while assisting one or more students with homework or preparing the next activity. The Instructional Aid is single handedly in charge of 15-25 students for 3-6 hours a day, keeping them safe, on task and having fun.

Minimum Qualifications:

Equivalent to the completion of the twelfth grade
Pass District's proficiency test in English

Note:

Upon selection, additional requirements include:

- Tuberculosis test
- Fingerprint clearance (Department of Justice background check)

Benefits

Salary:

\$13.00 per hour - Part-Time - No Benefits

Submit application to crystal.zaragoza@cityofwinters.org

Applications Due: August 7th, 2020 11:59 p.m.

The City of Winters is an Equal Opportunity Employer. In accordance with the Federal Americans with Disabilities Act (ADA) and the California Fair Employment & Housing Act (FEHA), if accommodations are necessary in order to perform the essential functions of the position, or to participate in any portion of the selection process, please contact Human Resources at 530-794-6701 within three (3) calendar days of the final filing date for the recruitment.