

YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY

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Instructional Aide

REPORTS TO: Classroom Teacher, Office Manager

SUMMARY

The Instructional Aide provides instructional, behavioral, and classroom support to students under the direction of certificated staff and site administration. Working collaboratively with teachers and other school personnel, this position assists in implementing instructional activities, reinforcing academic and behavioral goals, supporting student supervision and safety, and fostering a positive, inclusive learning environment. The Instructional Aide promotes student engagement, independence, and success while maintaining confidentiality and supporting the mission, policies, and educational objectives of YES Charter Academy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide instructional support to individual students and small groups under the direction of certificated staff
- Reinforce lessons, concepts, and skills introduced by certificated staff
- Assist with implementing instructional strategies, accommodations, modifications, and interventions
- Monitor student work and provide instructional support during classroom activities and assessments
- Prepare, organize, and maintain instructional materials, supplies, and classroom equipment under direction of the classroom teacher
- Support classroom management by reinforcing behavioral expectations and promoting positive student behavior
- Supervise students in classrooms, on campus, during recess, lunch, field trips, and other assigned school activities
- Assist students' health needs as assigned
- Support the implementation of education and behavior support plans under staff direction
- Observe student progress and report academic, behavioral, or safety concerns to certificated staff
- Perform duties such as copying, filing, data entry, and preparing classroom materials
- Maintain an organized, safe, and productive classroom environment
- Assist substitute teachers with classroom routines, schedules, and student information as appropriate
- Maintain confidentiality of student, family, and personnel information
- Participate in required meetings, trainings, and professional development activities
- Follow school safety procedures
- Collaborate professionally with teachers, administrators, staff, families, and related service providers

- Perform other duties as assigned in support of students, classroom instruction, and school operations

ADDITIONAL DUTIES

- Participate in 3 events per year, outreach activities, fundraisers, family events, and board meetings. (Open House, Back to School and Graduation are not considered part of the 3 events and participation/attendance are mandatory)
- Have a strong commitment to the philosophy and success of the Environmental Science focus of the school
- Participate in co-curricular and extra-curricular activities such as serving as an advisor to a student club, attend field trips with students
- Participate in professional development
- Speak to the Administration, Teacher Representative or Council Member directly about concerns relating to the governance of the school so that issues may be resolved in a timely manner and with minimal problems to other faculty, students, families or community

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of child growth, development, and age-appropriate learning strategies
- Understanding of basic instructional methods and classroom support techniques
- Ability to support student learning, engagement, and positive behavior
- Knowledge of appropriate student supervision and safety practices
- Ability to communicate effectively and professionally
- Ability to establish positive working relationships with students, staff, and families
- Ability to maintain confidentiality and exercise sound judgment
- Ability to organize materials, manage time effectively, and perform assigned tasks
- Ability to follow oral and written instructions and work collaboratively as part of a team

GENERAL QUALIFICATIONS

- **Verification of eligibility to work in the United States**
- **Current TB clearance**
- **Must undergo and maintain clear DOJ and FBI clearance**
- Must believe in YES Charter Academy's Mission, Vision and core values
- Must have excellent communication skills, both oral and written, with the ability to foster positive working relationships
- Must be able to interact with stakeholders at all levels (including staff, parents, students, and community members) in a respectful manner and provide excellent customer service
- Must be able to work collaboratively in a team environment
- Must have strong organizational, problem-solving, and time-management skills
- Must attend and participate in YES staff meetings as required
- Must attend and participate in YES training as required

WORKING ENVIRONMENT

- **Seeing** to monitor student activities
- **Hearing and speaking** to exchange information in person and on the telephone
- **Standing or sitting** for extended periods of time
- **Pushing or pulling** applicable equipment as needed
- **Walking** to observe children on the playground, in the cafeteria, or in the classroom
- **Kneeling and crouching** to be on the same level as children