



PITTSBURG UNIFIED SCHOOL DISTRICT

SUSPENSION AIDE

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision, to provide centralized paraprofessional instructional and/or clerical assistance at a given school; and to perform all other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification are distinguished from regular classroom aide positions by the majority of time being devoted to providing a centralized instructional/clerical service. Assignments typical of positions in this classification would be working in a school-wide activity Alternative Suspension Program. Aides in this category are typically supervised by the Principal, Vice-Principal or other certificated employees rather than a classroom teacher. Clerical responsibilities include filing, ordering of supplies and materials related to duties typical of positions in this classification. Aides assigned to this classification may be assigned to participate in workshops and conferences, and to assist in demonstrating program materials and/or methods to others.

EXAMPLES OF DUTIES:

- This positions would normally perform all of these duties; the duties described are illustrative of the types of activities which would be proper classified at this level
- Oversees a student detention center as part of an Alternative Suspension Program; maintains records of student time spent in detention; monitors work performed by students in the detention center
- Returns completed student work to classroom teachers
- Tutors students in specific skills coordinated with teacher lesson plans
- Records student work completed, and assists in the maintenance of student behavior through the use of positive reinforcement strategies
- Performs basic clerical tasks such as reproducing instructional material, filing and ordering and issuing instructional materials
- Setting-up instructional displays
- Performs all other related duties as assigned

MINIMUM REQUIREMENTS:

Knowledge Of:

- General concepts of child growth and development and child behavior characteristics
- Techniques used in controlling and motivating students
- Routine record keeping
- Basic first aid principles.

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MINIMUM REQUIREMENTS: (cont.)

Ability To:

- Assume responsibility for supervising students
- Perform routine clerical tasks
- Learn and utilize basic methods and procedures to be followed in instructional settings
- Demonstrate the ability to work effectively with children
- Communicate satisfactorily in oral and written form
- Understand and carry out oral and written instructional
- Maintain cooperative working relationships with students, staff, parents and the general public

Training & Experience:

One year of paid or volunteer experience working with children in an education or child care setting is highly desirable. Some positions may require applicants to demonstrate basic knowledge and/or skills in a specific subject matter area such as math or reading.

Physical:

Good physical condition as determined by pre and post employment inquiries and health reports.