

**28Plaza School District
7322 County Road 24
Orland, CA 95963
BOARD OF TRUSTEES
Special Board Meeting
March 28th, 2024
3:00PM
Agenda**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Members Present**
- IV. Comments: Non Agenda Items—The Board Clerk will allow three minutes for speakers to address the appropriate matters. Speakers will identify themselves when acknowledged by the Clerk.**
- V. Comments: Agenda Items Only—Any person wishing to address the Board will identify themselves, the agenda item they are speaking about, and limit remarks to three minutes.**
- VI. Correspondence**
- VII. Board Trustee Reports**
- VIII. Action**
 - A. New Business**
 - i. Approve TK Instructional Aide Job Description**
- IX. Discussion**
 - A. Phase III Campus Beautification**
- X. Adjournment – Next Regularly Scheduled Meeting Thursday, April 25th, 2024 @ 3PM**

Plaza Elementary School

TK Instructional Aide Job Description

Definition:

Under general supervision, to assist teachers in supervising classroom and playground activities, to relieve teachers of routine clerical and authorized instructional duties, and to do related work as required.

Distinguishing Characteristics:

Positions in this class may be found in a variety of instructional areas such as compensatory education, Title I, and remedial education. While the subject area and the students served may be different, the duties performed are essentially similar.

Typical Duties:

Works with individuals or small groups of students in reading, writing, mathematics, and other subjects according to the instructions and guidance of a teacher. Performs a variety of routine duties such as:

- Student attendance register
- Work with academic groups
- Correcting student work papers
- Assisting the teacher in maintaining classroom discipline
- Sets up and arranges supplies and equipment in the classroom
- Prepares labels, charts, bulleting boards and displays as instructed
- Decorates classrooms
- Operates various office equipment such as copiers, computer, and audiovisual equipment
- Supervises activities of children on the playground or in the cafeteria
- Performs related work as required, including student toileting when necessary

Knowledge of:

- General needs and behavior of children
- Correct English usage, spelling, grammar, and punctuation
- An understanding of Algebraic concepts
- Subject matter to be taught
- Classroom computer technology

Ability to:

- Establish and maintain effective relationships with adults and children
- Perform routine clerical work
- Understand and carry out oral and written directions

Requirements:

- 18 years of age or older
- Has an Associates Degree (AA Degree), or has successfully completed the assessment required to be Title I compliant

Experience:

At least three years of experience supervising and working with children between ages 4-5 years old. Knowledge of the subject matter taught in the classroom is desirable.

Adopted: 3/28/2024