

LOS GATOS UNION SCHOOL DISTRICT
JOB DESCRIPTION – Hybrid Learning Support Aide/Health Screener

TITLE: Hybrid Learning Support Aide/Health Screener

REPORTS TO & EVALUATED BY: Site Principal

SALARY: \$19.00/hr

DEPARTMENTS: School Site

CLASSIFICATION: Classified Part-Time/Short Term WORK YEAR: Estimated Jan/Feb - Jun 2, 2021

BASIC FUNCTIONS:

With oversight by Site Principal, assists the Teacher in providing a well-organized, smooth functioning class environment in which students can take full advantage of the instructional program and the available resource materials. The Hybrid Learning Support Aide assists the teacher with the supervision of students.

ESSENTIAL RESPONSIBILITIES AND REPRESENTATIVE DUTIES:

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

1. Provide one-on-one or small group support, reinforcing instruction as directed by the teacher.
2. Support and assist students with online lessons.
3. Observe and manage behavior of students according to approved procedures, report progress regarding student performance and behavior.
4. Administer and score a variety of assessments.
5. Perform clerical duties related to classroom activities.
6. Provide support to teacher by setting-up work areas, displays and exhibits, operating audio-visual equipment, distributing and collecting paper and supplies.
7. Comply with, and assist students to comply with Covid – 19 safety precautions and regulations.
8. Perform health screenings of students, staff and approved visitors as needed.
9. Provide supervision of students during break and ingress and egress onto campus.
10. Ability to maintain confidentiality in regards to school matters at all times.
11. Perform other related duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

1. High school graduate or equivalent and an AA degree or college level proficiency in Math and Language Arts/Writing.
2. A basic understanding of child health and safety protocols and procedures.

LOS GATOS UNION SCHOOL DISTRICT
JOB DESCRIPTION – Hybrid Learning Support Aide/Health Screener

KNOWLEDGE AND ABILITIES:

Knowledge of:

1. Basic computer skills including familiarity with Zoom and Google Suite
2. Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading
3. Safe practices in classroom activities
4. Strong reading and communication skills
5. Interpersonal relations skills using tact, patience, and courtesy

Ability to:

1. Reinforce instruction to students
2. Support students with online learning
3. Assist with instruction and related activities in a classroom or assigned learning environment
4. Communicate effectively both orally and in writing
5. Work confidently with discretion

WORKING CONDITIONS:

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position classification involves sitting with some walking and standing for extended periods of time. Incumbents may be required to lift, pull or push objects approximately 40 pounds or less. This position requires agility with frequent standing, walking, kneeling, lifting, pushing, carrying, and potentially running; near and far vision with the ability to read small print; depth dexterity; and the providing of oral information and direction. This is primarily an indoor work environment, however, outdoor participation is required.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.