

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

STUDENT MOTHER PROGRAM AIDE

DEFINITION

To assist teachers in the daily operation of the Student Mother Program nursery; to relieve teachers of routine clerical and authorized instructional duties; and to provide supervision, as necessary, to student instructional aides.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory staff.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

Assist teacher by providing individual assistance to students' infants, and their mothers. Provides assistance in child care, toileting and feeding of infants. Assists in performing clerical tasks such as typing, duplicating, filing and taking attendance. Maintains routine inventory records on daily and monthly food consumption. Observes students, answers questions and gives individual instructions. Confers, as needed, with teachers concerning programs and materials to meet student needs. May participate in staff meetings, in-service training programs and parent education meetings for aides and other staff meetings. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of general needs and behavior of children. Knowledge of the principals of infant hygiene. Knowledge of correct English usage, spelling, grammar, and punctuation. Knowledge of office methods, supplies and equipment. Ability to organize, supervise, and instruct students. Ability to speak, read, and write clearly and distinctly. Ability to perform routine clerical work. Ability to understand and follow oral and written directions. Ability to establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience in working with infants and small children is highly desirable.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Student Mother Program Aide (Continued)

Experience and Training Guidelines (Continued)

Training:

Formal or informal training which provides the ability to read and write at a level necessary for successful job performance.

License or Other Requirements:

Some positions within this class may be required to be bilingual.

Reviewed and Agreed to by:

Incumbent: _____ Date: