

Geyserville Unified School District  
Intervention Services Aide  
Salary Classification: Classified C9

**DEFINITION:**

Assist teacher and/or staff in preparation and management of instructional intervention activities. Serve under the direction of the site administrator.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Proper and appropriate use of the English language, including educational terms
- Basic office practices and procedures
- Ability to use technology
- Work in a variety of settings, with multiple ages and grade levels
- Adapt with patience and flexibility to frequent changes in schedules and groups of students
- Collaborate professionally and communicate effectively with other staff
- Possess desire and compassion to work with struggling learners

**Experience**

2 years working with children

**Education**

- High school diploma or GED
- Valid educational aide certification or 2 years of college credit

**Desirable Qualifications**

Ability to read, write and speak Spanish

**EXAMPLES OF DUTIES AND RESPONSIBILITIES**

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

1. Deliver interventions to students and to fill achievement gaps with identified students under the supervision of a teacher or team of teachers under the intervention model.
2. Assist with administration and scoring of objective testing instruments or work assignments.
3. Help maintain a neat and orderly classroom.
4. Help with inventory, care, and maintenance of equipment.
5. Provide orientation and assistance to substitute teachers.
6. Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
7. Help supervise students throughout the school day, inside and outside the classroom.
8. Keep teacher or team informed of special needs or problems of individual students.
9. Participate in faculty meetings or special events as assigned.
10. Participate in staff development training programs to improve job performance.
11. Compile, maintain, and file all reports, records, and other documents as required.
12. Assist with parental involvement activities and parent communication, including translations for parent conferences, as deemed appropriate by the supervisor.

13. Abide by the policies of the Geyserville Unified School District.

14. Other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting. Extensive walking of the building required.

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