



# *Pacific Elementary School*

www.pacificesd.org  
50 Ocean Street/P.O. Box H  
Davenport, CA 95017  
831-425-7002

## **Job Description: Classroom Aide and/or Tutor**

**Overview:** Pacific Elementary School in Davenport is hiring one or more Classroom Instructional Aides. Pacific Elementary School is a small but diverse school about 10 miles north of Santa Cruz, famous for our intimate educational setting and award-winning Life Lab garden and school lunch programs. We have a collegial and supportive work environment and provide training. For more information please see [www.pacificesd.org](http://www.pacificesd.org).

**Compensation Information:** Employees are paid at the schedule A pay line of the classified salary schedule available here: <https://www.pacificesd.org/financial-information.html>. Pay depends on years of similar work experience and Spanish language fluency. Employees who are already a member of CalPERS, or who work in a regular position 20 hours per week or more, are enrolled in the CalPERS retirement system. Employees who regularly work 32 hours per week or more receive health, dental, and vision insurance benefits for the employee only.

**Job description:** Under supervision of the classroom teacher, instruct or tutor students; lead small or large-group activities; prepare classroom and classroom materials; complete assigned record-keeping functions; assist with beginning-of-year set up and end-of-year clean-up of classroom; assist with daily set up and clean up; work with classroom teacher to plan and support curriculum themes and activities; assist with outdoor activities, P.E., and garden science lessons; attend staff meetings, parent meetings, parent conferences, and school events as appropriate; assist with lunch service and clean-up; supervise play yard; maintain school rules and school health and safety procedures; other duties as assigned.

### **Required Skills and Abilities:**

- Knowledge of general needs and behavior of children.
- Ability to understand and follow oral and written directions.
- Ability to learn techniques and methods for working effectively with students, including students with exceptional needs, students who are English language learners, and students who may be experiencing other challenges such as homelessness.
- Ability to speak, read, and write clearly and distinctly.
- Ability to work independently.
- Ability to remain attentive and on-task during all working hours.
- Ability to adapt and be flexible when faced with differing needs of students.

- Ability to relate positively and optimistically to children who have difficulty learning due to disabling conditions.
- Ability to maintain a calm demeanor when faced with unusual/exceptional behaviors.
- Ability to positively reinforce acceptable and productive behaviors.
- Ability to promote increased self-confidence in students by focusing on strengths, assets, and potential.
- Ability to organize, supervise, and instruct students in a variety of activities.
- Ability to maintain cooperative and effective relationships with those contacted in the course of work.
- Be vaccinated against COVID-19.

**Preferred Experience and Skills:**

- Experience working with children in classroom or other environments.
- Experience working with students with special needs.
- Spanish language skills at any level.

**Physical Demands and Environment:** The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. The demands for this job will vary dependent upon the type of work performed on a particular day. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires: Frequent standing, walking, and sitting, including standing for long periods. Frequent hand-eye coordination and manipulation of large and small objects. Frequent exposure to varying weather conditions. Occasional need to run short distances. Occasional lifting of objects weighing up to thirty pounds. Occasional bending, twisting, reaching, and stretching. Occasional, frequent, or continual exposure to unusual/exceptional behavior by students, depending on the assignment. Continuous exposure to unmasked children in indoor and outdoor environments. Occasional exposure to blood-borne pathogens and body fluids from students. Rare exposure to potentially volatile situations with students and/or parents. Requires the ability to hear at close proximity (up to five feet) and at a distance (up to twenty feet); clarity of vision at varying distances; and verbal and written communication in an articulate manner.