

BERKELEY UNIFIED SCHOOL DISTRICT Human Resources Department Assist students in completing classroom assignments, homework and projects in various subject areas; ensure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, positive attitude and general guidance; confer with instructional staff and/or other service providers concerning adapting lesson plans and materials to meet student needs

Assist students with personal hygiene including bathing, brushing teeth and grooming as required; assist students with eating activities; toilet students and change diapers and soiled dothing as required

Monitor and assist students with activities to develop small muscle and eye-hand coordination; assist students in learning gross motor skills such as walking, jumping and climbing; assist students in learning fine motor skills such as reaching, grabbing, folding, cutting and writing

Perform routine clerical duties in support of educational activities such as preparing, typing, duplicating and filing instructional materials; distribute and collect student assignments, documents and various forms Reinforce

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certificates issued by authorized agency preferred Incumbents must meet requirements specified under the No Child Left Behind Act Some incumbents in this classification may be required to speak, read and write in a designated second language

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and other indoor and outdoor learning environments

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate standard office and classroom equipment Stting or standing for extended periods of time Bending at the waist and/or kneeling to assist students Lifting, carrying, pushing and/or pulling students weighing up to 50 pounds and with assistance for over 50 pounds Seeing to read a variety of materials and monitor student activities Hearing and speaking to exchange information

HAZARDS:

Contact with dissatisfied, assaultive or abusive individuals