

# FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1

## Position Description

**Position Title:** Instructional Aide—  
**Department/Section:** CHS and FHS-FACS (focus on Culinary Arts)  
**Supervisor:** Associate for Career and Technical Education

---

### SUMMARY OF FUNCTION:

Assist the Family and Consumer Sciences Teachers—specifically the Culinary Arts teachers with purchasing groceries and other materials needed for culinary courses. Assist FACS-Culinary Arts teachers with daily tasks. Assist with any other assigned duties.

---

### TYPICAL TASKS:

1. Purchase groceries needed for culinary courses with Purchase Orders issued to a variety of vendors. Keep an accurate total of balance remaining in each PO and request a new PO be issued when this amount gets low. Will also be responsible for purchasing non-food items for culinary program.
  2. Enter assignment/test scores into current grading software program.
  3. Assist teacher in grading assignments/tests.
  4. Monitor student activities.
  5. Reproduce classroom materials.
  6. Vendor and accounts receivable management.
  7. Aid teachers with public relations by phone and correspondence.
  8. Assist with special projects and fund raising events.
  9. Assist with the tracking and verification of student competencies.
  10. Assist teacher with student organization (CTSOs) activities.
  11. Perform other duties as assigned.
- 

### QUALIFICATIONS:

#### *Specific training or job experience required before appointment*

Ability to work effectively with students, teachers and school administration. Organizational skills and the ability to prioritize a work load. Computer experience is necessary - word processing and spreadsheets. Adequate transportation for shopping in inclement weather and hauling large loads.

**NCLB qualifications not required.**