

TITLE: INSTRUCTIONAL AIDE

Definition: Under supervision of assigned teacher, assists in carrying out instructional program as well as performing general clerical and stenographic duties.

QUALIFICATIONS:

1. Associates degree or highly qualified according to NCLB
2. Computer experience required
3. Strong written and oral communication skills required
4. Proficient word processing skills
5. Experience working with children
6. Ability to establish and maintain cooperative relationships with students, parents and staff

REPORTS TO: The classroom teacher to whom assigned and/or building principal

JOB GOALS:

To assist the teacher to achieve teaching objective by working with individual students or small groups to help them gain the skill levels of the class as a whole, and to support the instructional process.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Administers, scores, and records such formative and summative, achievement and diagnostic tests as the teacher recommends for individual students or groups of students
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher
3. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities
4. Operates and cares for equipment used in the classroom for instructional purposes
5. Helps students master equipment or instructional materials assigned by the teacher
6. Distributes and collects workbooks, papers, and other materials for instruction
7. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher
8. Assists with the supervision of students during emergency drills, assemblies, play periods, morning and afternoon bus periods, and field trips
9. Assists in the physical maintenance of the classroom such as:
 - a. Maintaining classroom facilities and materials
 - b. Preparing and supervising work areas
 - c. Keeps bulletin boards and other classroom learning displays up-to-date
 - d. Arranging learning centers
 - e. Supervising pupil clean up
10. Assists with large group activities such as drill work, reading aloud, and story-telling

11. Reads to students, listens to students read, and participates in other forms of oral communication with students
12. Assists students in the library or media center
13. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher
14. Helps students with their with self-care tasks and supervises them whenever needed such as playground, busing, cafeteria, transition periods, and toileting
 - a. Helps students with their clothing
 - b. Assists with lunch, snack, and cleanup routines
 - c. Assists with wash-up and toilet routines
17. Alerts the regular teacher to any problem or special information about an individual student
18. When appropriate, participate in staffings of assigned students
19. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher
20. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers
21. Participates in in-service training programs, as assigned
22. Administers minor first aid
23. Bilingual aides serve as a liaison between parents, teachers and students
24. Assists with mobility of students, including the elevator, if applicable
25. Assume other responsibilities as assigned by the teacher

TERMS OF EMPLOYMENT:

1. Number of days as per appointment letter.
2. Salary and benefits as per Board policy.

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of classified personnel.

ADOPTED: July 14, 1992
REVISED: February 6, 1996
March 7, 2000
STAFF HANDBOOK: August 2002
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