



ZION-BENTON

TOWNSHIP HIGH SCHOOL DISTRICT **126**

COMMITTED TO EDUCATIONAL EXCELLENCE

ZION-BENTON TOWNSHIP HIGH SCHOOL DISTRICT 126 JOB DESCRIPTION

POSITION TITLE:	Instructional Aide (Student Support ZBE)	LOCATION:	As Assigned
REPORTS TO:	Assistant Principal	STATUS:	Classified
CLASSIFICATION:	Instructional Aide	TERM:	180-day Contract

About D126:

Zion-Benton Township High School District 126 is comprised of two high school campuses serving approximately 2,500 students in grades 9-12. We have a proud history with a diverse student population from the towns of Beach Park, Wadsworth, Winthrop Harbor, and Zion.

Zion-Benton Township High School is located in the western portion of the town of Zion. Zion-Benton East High School is centrally located in the heart of Zion, offering students the choice for a small high school experience. Both schools prepare students with the singular goal “To ensure that students graduate ready for college, a career, and life.”

At D126, our mission is to promote self-worth, social responsibility, and lifelong learning in partnership with our community. Our vision is to empower students to thrive in today’s global society.

General Summary:

The instructional aide assists teachers with preparing instructional materials, supports the delivery of instruction, assists students in understanding their coursework and instructional technologies, and provides assistance with completing associated departmental tasks.

Essential Duties and Responsibilities:

1. Serves as a positive role model for students in the classroom/instructional environment.
2. Assists the teacher(s) and other certified personnel with preparing, delivering, and monitoring instructional materials and assessments.
3. Assists the teacher(s) and other certified personnel with supervising students.
4. Monitors students in the absence of the teacher or other certified staff member.
5. Assists with departmental paperwork and associated tasks as needed.
6. Provides assignment and assessment assistance to students by supporting and proctoring assignment completion, assessment completion, and make-ups.

7. Guides and supports students in understanding assessment processes, helping them evaluate their own work, behavior, and social skills.
8. Supports Student Support Team in identifying struggling students in need of multi-tiered systems of support/interventions and maintains the established record keeping system to monitor student progress.
9. Works with individual or small groups of identified students regarding self-contributing and/or external barriers to academic success and provides instruction on how to manage and/or overcome these barriers.
10. Works collaboratively with District academic coaches and other special services personnel in developing intervention plans for struggling students and participates in Student Support Team meetings as needed.
11. Performs other related duties as assigned by the Department Supervisor or related Administrator.

Knowledge, Skills, and Abilities:

- Skilled in operating various office equipment, such as personal computer, calculator, facsimile, copy machine, document shredder, desktop printer, intercom, etc.
- Demonstrates a genuine commitment to student learning.
- Demonstrates excellent interpersonal skills and the ability to be proactive in student behavior management.
- Able to maintain confidentiality and use good judgment.
- Able to multi-task and work with minimal supervision.
- Able to communicate with faculty, staff, students, parents, and the public in a courteous and professional manner.
- Represents ZBTHS District 126 in a positive manner in communications with staff, parents, and the community.
- Maintains proper professional attire for a classroom setting.
- Works effectively in a collaborative setting.
- Able to work well under pressure, problem solve, and meet deadlines.
- Able to remain flexible and adapt to changing demands.

Education and Experience:

Must meet No Child Left Behind requirements for instructional aides. College degree preferred. Two years of related experience desired.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use the computer.				X
Hearing: Must be able to hear well enough to communicate with staff, students, et.al. in the office and via telephone.				X
Standing/Walking/Mobility: Must be able to stand to access files and operate office machines, mobility within the office area and building.				X
Climbing/Stooping/Kneeling::			X	
Lifting/Pulling/Pushing:			X	
Dexterity/Repetitive Motion: Must be able to perform small hand motions such as writing, typing, using phone systems, etc.				X

Physical Dimensions:

Medium Work: Exerting up to 20-40 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Note:

The statement herein intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Should the needs of the district and/or scope of responsibilities assigned to an employee's supervisor necessitate change, evaluation and modification of job descriptions may be required.