

Bridgeton Public Schools
Job Description
Revised

POSITION: Instructional/Classroom Aide

QUALIFICATIONS:

1. **Associates degree;**
2. Minimum experience as determined by the Board of Education.
3. Knowledge of child growth and development and appropriate classroom practices, and demonstrated ability to assist with instructional activities.
4. Good oral and written communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Principal/Classroom Teacher

JOB GOAL: To promote the achievement of student's educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher. To assist in the supervision of classroom activities under the direction and supervision of the certified classroom teacher, principal, or other designated certified personnel.

PERFORMANCE RESPONSIBILITIES:

1. Assists the classroom teacher in the delivery of an effective instructional program.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
3. Operates and cares for equipment used in the classroom for instructional purposes.
4. Helps students master equipment or instructional materials assigned by teacher.
5. Distributes and collects workbooks, papers, and other materials for instruction.
6. Guides independent study, enrichment work, and remedial work assigned by the teacher.
7. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
8. Helps the teacher to plan and maintain bulletin boards and other classroom learning displays.
9. Reads to students, listens to students read, and participates in other forms of oral communication with students.
10. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.

11. Performs clerical duties related to the instructional program including attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.
12. Helps very young students with their clothing, snack time routine, and toileting activities.
13. Participates in in-service training as assigned.
14. Rides the bus as needed.
15. Reinforce skills taught in classrooms by teachers.
16. Provide support to students and teachers when students go to the community for the purpose of community based instructions when required.
17. Performs other related duties as assigned.

TERM OF EMPLOYMENT:

10 Months. Salary to be determined by the Board of Education.

EVALUATION:

Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

TME/clw
06-12
EA 7/19
MTT 9/2021