

COOPERATIVE EDUCATIONAL SERVICES

Personnel Department

Job Description

Title: Instructional Aide

Qualifications: Candidates must have a high school diploma/ GED equivalent. Candidates with two or more years of experience as a paraprofessional in a public school setting and/or an associate degree are preferred.

Instructional aides engaged in instructional support who are paid with Title 1 funds or who have instructional duties in a Title I schoolwide program (regardless of funding source) must have a high school diploma or GED equivalent and ONE of the following: two years of college credit, an associate's degree (or higher) or a passing grade on the Connecticut State Board of Education adopted paraprofessional assessment.

Reports to: Administrator of assigned program or his/ her designee. Instructional aides are responsible to the assigned teacher for direction with respect to planning and implementing instructional programs for students.

General Purpose: Under the supervision of the administrator or his/her designee, the instructional aide performs all tasks required by the program/assignment.

Essential Job Responsibilities:

1. Performs instructional and non-instructional tasks related to record keeping, preparation of materials assembly of displays and bulletin boards, and data collection of academic and behavioral progress.
2. Assists in the implementation of the curriculum and IEP goals by providing individual and group instruction and guiding students in independent and remedial activities as directed by the teacher/ administrative designee.
3. Assists in maintaining a safe, clean and orderly learning environment by employing approved behavioral management techniques, implementing approved disciplinary actions, and possessing a working knowledge of both C.E.S. and program specific policies and procedures.
4. Performs routine supervisory duties in the lunchroom, lavatories, hallways, playground and classroom.
5. Maintains the confidentiality of student performance and records as prescribed by law.
6. Cooperates with all C.E.S. personnel and consultants who provide input or services for students.
7. Maintains a professional, positive and supportive attitude when dealing with students and families.
8. Attends and participates in agency/program meetings and all staff development training activities as requested by the program administrator.
9. Complies with all federal, state and agency regulations on conduct and ethical behavior.
10. Performs other functions/ responsibilities related to the unique needs of the job or program as assigned.

Specialized Functions:

FOR SPECIAL EDUCATION INSTRUCTIONAL AIDES ONLY

Light Work: Standing, walking, sitting, bending, stooping, kneeling, talking, hearing, and seeing. **Physical**

Demands: Reaching, pulling, carrying, lifting (may be required to assist in lifting non-mobile students).

Job responsibilities may include therapeutic feeding, diaper changing, toileting, positioning, colostomy care, self-help skills, and muscle tone exercises. Occasionally may have to implement approved physical intervention strategies.

These statements are intended to describe the general nature and level of work being performed. Specific duties and responsibilities may vary, depending on the assignment. C.E.S. reserves the right to add/ change duties at any time.