

Gurnee School District 56

Job Description

Title: Instructional Aide

Qualifications:

1. Must meet the requirements for service as a State and NCLB Approved Paraprofessional set forth in the rules of the State Board of Education at 23 Ill. Adm. Code 25.510
2. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Building Principal or Designee

Job Goal: To provide assistance in non-teaching duties so the teacher will have more instructional time with the students.

Performance Responsibilities:

1. Perform assigned clerical work such as taking attendance, maintaining student records, preparing lists, collecting money, etc.
2. Set up, operate, and put away any AV equipment and materials needed by teachers.
3. Prepare art materials for use by class. This includes cutting out patterns, assembling materials, or running off copies.
4. Prepare work tables for instructional use by teachers and class.
5. Help students with clothing, boots, etc. upon arriving and getting ready to go home.
6. Help escort students to any special teacher's room, washrooms, etc.
7. Help supervise students during recess or gym time.
8. Supervise outside recess or bus holding rooms.
9. Clean up after classroom activities, including general housekeeping duties.
10. Correct papers and workbooks for teachers.
11. Reading one on one with students.
12. Help to answer student's questions about assignments.
13. Provide support services for the instructional program as directed.
14. Help the teacher implement planned student learning activities.
15. Perform any other duties as may be assigned by the classroom teacher or principal from time to time.

Terms of Employment:

Salary to be established by the Board on an annual basis
180-day teacher attendance work year

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.