

**NORTHRIDGE LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>INSTRUCTIONAL AIDE</b>	<b>File 503</b>
<b>Reports to:</b>	Principal and assigned teacher	
<b>Job Objectives:</b>	Performs a variety of classroom support and personal care services to help students achieve productive learning experiences.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· High school diploma or GED and a satisfactory pre-employment skill test score.</li><li>· Meets all mandated health requirements.</li><li>· Documented evidence of a clear criminal record.</li><li>· Self-directed and able to learn required skills for the position.</li><li>· Valid Ohio Department of Education Permit appropriate for the assignment.</li><li>· Ability to physically manage students with disabilities.</li><li>· Congenial disposition and strong interpersonal skills.</li><li>· Commitment to keeping current with technological advances.</li><li>· Successful completion of CPR, first aid, and behavioral management training provided by the district.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Checks with the teacher for instructions. Works with small groups and/or individual students. Seeks advice when expectations are unclear.</li><li>· Upholds board policies and follows administrative procedures.</li><li>· Promotes a favorable image of the school district.</li><li>· Helps students with classroom activities. Reinforces instructional materials introduced by the teacher. Maintains a positive learning environment.</li><li>· Serves as a classroom monitor during the absence of the teacher.</li><li>· Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.</li><li>· Supports an inclusive educational environment. Helps students with disabilities participate in appropriate peer group activities as directed.</li><li>· Assists with student mobility needs. Helps students use assisted and/or augmentative devices.</li><li>· Helps students with personal hygiene needs (e.g., toileting, catheterization, etc.) as trained by a licensed health care professional.</li><li>· Helps feed students. Follows proper sanitation procedures to comply with all personal hygiene rules.</li><li>· Actively participates in programmed recreational activities as directed.</li><li>· Supervises rest periods when applicable.</li><li>· Monitors ill students until a parent/guardian arrives.</li><li>· Respects personal privacy. Respects confidentiality of student information and realizes that such information is guarded by high ethical standards.</li><li>· Takes precautions to ensure student safety. Does not leave students unsupervised.</li><li>· Maintains high standards and upholds the student conduct code.</li><li>· Works with the classroom teacher to address persistent behavior problems.</li><li>· Supervises non-classroom activities as directed (e.g., arrival/departure, lunch, recess, field trips, library, computer lab, etc.).</li><li>· Promotes the proper use and care of school property. Reports student discipline problems, vandalism, or other related concerns.</li><li>· Reports evidence of suspected child abuse as required by law.</li></ul>	

- Performs clerical work related to classroom activities. Types reports. Prepares and distributes teaching materials. Checks papers and scores tests as directed.
- Prepares classroom equipment for use (e.g., computers, media resources, etc.).
- Operates instructional and office machines (e.g., ditto, laminator, copier, typewriter, computer, etc.).
- Helps keep program and storage areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.).
- Participates in open houses, parent conferences, etc., as directed.
- Participates in staff meetings and professional growth activities as directed.
- Maintains a positive and courteous attitude when dealing with others.
- Accepts responsibility for personal decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Completes Public School Works Training as required by the district.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Works cooperatively to support a successful team effort.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Completes detailed paperwork accurately.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves classroom supplies and equipment.
- Performs activities that may require reaching, crouching, and/or kneeling.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require dispensing medications.
- Duties may require exposure to cleaning solvents, air borne particulates, and odors.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Northridge Local School District Board of Education.

The Northridge Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Revised: 11/20/00

Revisions Approved: December 14, 2015

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent 's supervisor, appointing authority.

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Superintendent or designee

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Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date