



TITLE: **Instructional and/or Special Education Aide**
REPORTS TO: Principal and Curriculum/CST Supervisor
GOAL: To assist children in a smooth and complete pursuit of their education
QUALIFICATIONS: 1. Substitute Teacher's Certificate or Passing ParaPro Praxis score
2. Demonstrated aptitude or competence for assigned responsibilities

PERFORMANCE RESPONSIBILITIES

- Observe school district rules, regulations and policies
- Assist in the supervision of students throughout the school day
- Work individually with children, as needed
- Supervise and provide accommodations/modifications as appropriate for students as directed
- Promote and facilitate the qualities of courtesy, cooperation, and good manners through example
- Promote and facilitate safe and efficient practices and conditions for all students
- Report any potentially unsafe conditions or practices to the appropriate supervisor
- Appropriately utilize school equipment and supplies
- Keep appropriate and accurate records as directed
- Keep all student information confidential
- Attend scheduled meetings related to the job as assigned by the supervisor
- Foster teamwork and contribute to positive morale
- Perform such other related duties and responsibilities as may be assigned by the supervisor

TERMS OF EMPLOYMENT

Ten-month position. Salary and hours to be established by the Superintendent and approved by the Board of Education.

Updated: March 9, 2023