



HUMAN RESOURCES

DATE: August 28, 2025
JOB TITLE: Instructional Aide
DEPARTMENT: Academics
REPORTS TO: Dean of the program
TERM: 10-Month Contract
STATUS: Full-time/Part-Time
FLSA CLASSIFICATION: Non-Exempt

Position Summary:

The Instructional Aide supports classroom teachers in providing instruction, supervision, and assistance to students in a school setting. In addition to classroom duties, this position is responsible for assisting with student safety by serving as a crossing guard and/or parking lot aide during designated times.

Essential Functions:

- Assist classroom teachers in preparing instructional materials, setting up equipment, and supporting daily lessons and activities.
- Provide small-group or individual support to students under the supervision of a teacher.
- Monitor student behavior and promote a safe, respectful, and inclusive learning environment.
- Proctor student exams following all testing guidelines and rules.
- Entering student data into EVIT reports or to official State/County/Federal agencies in a timely and accurate manner.
- Supervise students in classrooms, hallways, cafeterias, playgrounds, parking lots, and other areas as assigned.
- Serve as a crossing guard before and/or after school, ensuring safe student passage across crosswalks and driveways.
- Act as a parking lot aide, directing traffic flow, assisting with student drop-off/pick-up, and monitoring safety in parking areas.
- Communicate effectively with students, staff, and parents in a courteous and professional manner.
- Maintain confidentiality of student information in accordance with FERPA and district policies.
- Uphold and enforce school rules, administration instructions and regulations, Board policy and state regulations.
- Assist in normal classroom routines and procedures by clarifying concepts, reviewing lessons so the student can understand.

- Attends meetings and training per supervisor.
- Reliable attendance is an essential function of this position. Employees are expected to report to work on time, maintain consistent attendance, and adhere to their assigned schedule. This ensures efficient operations and providing quality service.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Competencies:

- Principles of child development and learning support strategies.
- Classroom procedures, instructional methods, and educational practices.
- Safety protocols for student supervision in classrooms, playgrounds, parking lots, and crosswalks.
- Confidentiality requirements, including FERPA, and related district policies.
- Educational technology tools such as Google Suite, Microsoft Office, email, and other instructional platforms.
- Strong interpersonal and communication skills, with proficiency in spoken and written English.
- Active listening and the ability to interpret teacher directions and student needs.
- Conflict resolution and de-escalation techniques to support positive student behavior.
- Organizational skills to assist with classroom preparation, supervision, and multiple concurrent assignments.
- Ability to safely direct traffic flow and student movement as a crossing guard and parking lot aide.
- Follow verbal and written instructions and complete tasks with minimal supervision.
- Establish and maintain effective, professional relationships with students, staff, and families.
- Supervise and monitor student behavior fairly, consistently, and respectfully.
- Remain alert and responsive during supervision of large groups and outdoor duties.
- Maintain composure and professionalism in stressful or emergency situations.
- Work collaboratively as part of an educational team and adapt to changing assignments or schedules.
- Model positive behavior, punctuality, reliability, and professionalism for students.
- Adapt communication styles to meet diverse student needs and evolving educational requirements.
- Build trusting, collaborative relationships with students, colleagues, families, and community partners.
- Demonstrate commitment to diversity, equity, inclusion, ethical practices, and professional boundaries.
- Ability to remain attentive, alert, and responsive in both classroom and outdoor supervision settings.
- Uphold confidentiality of student information at all times.
- Work effectively both independently and within a team environment.

Education and Experience:

- High school diploma or equivalent required; some postsecondary education preferred.
- Prior experience working with children or in an educational setting preferred.

Licensing /Certification and Other Requirements:

- Valid Arizona Department of Public Safety Identity Prints (IVP) fingerprint card. Applicable Arizona Statutes pursuant to Title 15 (Education) and Title 13 (Criminal) and Title 38 (Public Officers and Employees) prevail.
- Proof of immunization against or immunity to measles and rubella if born after January 1, 1957.

Physical Requirements and Work Environment:

- Work is primarily performed in a standard school setting with frequent movement throughout the campus.
- Regular activities include sitting, standing, walking, stooping, kneeling, crouching, and reaching for extended periods.
- Frequent use of hands and fingers for signing, typing, writing; manual dexterity and repetitive hand motions are required.
- Requires clear speech, hearing, and vision (corrected or uncorrected) to perform essential duties effectively.
- May involve lifting or moving objects up to 25 pounds.
- Operates standard office, school lab and technology equipment.
- Occasional travel to off-site locations with classes.
- Performing work in a clinical setting for the program you are assigned to.
- Going between EVIT campus.
- Exposure to animals in a veterinary setting.
- Work may involve exposure to environmental factors such as heat, sun, dust, odors, noise, limited ventilation, and confined workspaces.
- Evening and weekend hours may occasionally be required to support student-related activities.

Americans with Disabilities Act (ADA) Statement:

EVIT is committed to providing equal employment opportunities to qualified individuals with disabilities and will make reasonable accommodations during the hiring process and throughout employment as required by the ADA. If you need assistance or accommodation due to a disability, please contact Human Resources at 480-461-4111 or humanresources@evit.edu.

Equal Employment Opportunity Statement:

The East Valley Institute of Technology is an equal opportunity employer. We do not discriminate against any individual on the basis of actual or perceived race, color, national origin, sex, disability, age, gender, marital status, religion, veteran or military status, sexual orientation, gender expression or identity, or socioeconomic status. In accordance with Arizona law and Governing Board Policy, The East Valley Institute of Technology is a smoke-free, tobacco-free work environment.

Acknowledgement:

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

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| Print Employee Name | Signature | Date |
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| Print EVIT Representative Name | Signature | Date |
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