

PROFESSIONAL STAFF POSITION

TITLE: Part Time School Aide

QUALIFICATIONS:

1. High school diploma
2. Minimum experience as determined by the superintendent
3. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

SUPERVISES: Designated Pupils.

FUNCTION: To promote the achievement of students' educational goals and learning objectives by providing supplemental and clerical services to assist the principal and classroom teacher.

DUTIES:

1. Assists the classroom teacher in the delivery of an effective instructional program.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
3. Operates and cares for equipment used in the classroom for instructional purposes.
4. Helps students master equipment or instructional materials assigned by teacher.
5. Distributes and collects workbooks, papers, and other materials for instruction.
6. Guides independent study, enrichment work, and remedial work assigned by the teacher.

7. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
8. Helps the teacher to plan and maintain bulletin board and other classroom learning displays.
9. Reads to students, listens to students read, and participates in other forms of oral communication with students.
10. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
11. Performs clerical duties related to the instructional program including attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.

**TERMS OF
EMPLOYMENT:**

10 month position. Salary in accordance with Linden Education Association negotiated agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of Board of Education policy.

The list of duties above does not constitute an exclusive listing of functions but merely sets forth by way of guidance some of the duties of the position.