



<b>TITLE:</b>	<b>Instructional Aide - Title I</b>	<b>STATUS:</b>	<b>Non-Exempt (At-Will)</b>
<b>REPORTS TO:</b>	<b>Campus Principal or Designee</b>	<b>TERMS:</b>	<b>179 Days</b>
<b>DEPARTMENT:</b>	<b>Assigned Campus</b>	<b>PAY GRADE:</b>	<b>PT1</b>

#### **PRIMARY PURPOSE:**

To provide a well-organized, smooth functioning class environment in which at-risk students can take full advantage of the Title I instructional program and available resource materials. Assist teacher in preparation and management of classroom activities and administrative requirements. Work under supervision of a certified teacher.

#### **QUALIFICATIONS:**

##### **Education/Certification:**

High School diploma or GED

Valid Educational Aide Certificate issued by the State Board of Educator Certification

Must meet all highly qualified "Every Student Succeeds Act" (ESSA) requirements

##### **Special Knowledge/Skills:**

Ability to successfully interact with students, professional employees, parents, and district patrons

Ability to read and understand operating instructions and assist with the writing of reports

Bilingual desirable depending on campus programs and needs

##### **Experience:**

Technical knowledge of data processing systems

General computer skills/experience

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

#### **WORKING CONDITIONS:**

Mental Demands/ Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing and pulling; regular heavy lifting of students. Biological exposure to bacteria and communicable diseases. Ability to lift and transport 40 pounds over a distance of 10 feet without assistance.

#### **MAJOR RESPONSIBILITIES AND DUTIES: 100% TITLE I FUNDS:**

1. Assigned to and perform tasks under the general supervision of a certified teacher of the teaching team.
2. Participates in selecting, planning, organizing, and evaluating. Provide assistance to teacher exercises as directed by the teacher. Assist students with programmed or precise units of instruction. Assist and score objective measurement instruments, assists in working with individual students and with groups.
3. Record grades and attendance; prepare instructional aids including displays and mock-ups; assist with play area activities; assist with operation and use of educational media; assist in teaching routines; work with individual students in drills and exercises.
4. Assist teacher in providing research-based individualized and/or small group instruction and in providing guidance for computer-aided instruction; conduct instructional exercises assigned by the teacher; work with individual students or small groups.
5. Assist with administration and scoring of objective testing instruments or work assignments.
6. Promote and maintain high standards of safety and good housekeeping in all working conditions.



7. Demonstrates ethical behavior and confidentiality of information about students in the school environment and community.
8. Participates in in-service training programs as necessary to meet the needs of assigned students.

**SPECIFIC MAJOR DUTIES AND RESPONSIBILITIES:**

Provide general, supportive, and specialized classroom services at the direction of the teacher by assisting in instruction and activities with students. Assist teacher in providing research-based individualized and/or small group instruction and in providing guidance for computer aided instruction; conduct instructional exercises assigned by the teacher; work with individual students or small groups. Keep teacher informed of special needs or problems of individual students. Participate in staff development training programs to improve job performance; participate in faculty meetings and special events as assigned.

**Pay Determination:**

Salary 100% Title I Funds

---

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or nonrenewal, as applicable.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

---

Signature

---

Printed Name

---

Date