



TITLE:	Instructional Aide, Pre-Kindergarten	STATUS:	Non-Exempt (At-Will)
REPORTS TO:	Campus Principal or Designee	TERMS:	179 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	PT1

PRIMARY PURPOSE:

Assist teachers in preparation and management of classroom activities for at-risk students and administrative requirements to assist the teacher. Work with at-risk students individually or in small groups to allow the teacher more time to spend one-on-one with students. Provide a well-organized, smooth functioning class environment in which students can take full advantage of the instructional program and available resource materials. 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 lift and transport 40 pounds over a distance of 10 feet without assistance
 Ability to read and understand operating instructions and assist with the writing of reports
 Ability to maintain emotional control under stress
 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.

Essential Functions:

1. Assist teacher in preparing instructional materials and classroom displays using research based programs/strategies in math, reading, writing, science, and social studies.
2. Provide general, supportive, and specialized classroom services for at-risk students, at the direction of the teacher by assisting in instruction and activities with students with widely differing abilities.
3. Assist with administration and scoring of objective testing instruments or work assignments for at-risk students.
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. Help maintain a neat and orderly classroom; help with inventory, care, and maintenance of equipment.
6. Help teachers keep administrative records and prepare required reports.
7. Provide orientation and assistance to substitute teachers.
8. Keep teachers informed of special needs or problems of individual students; help supervise students throughout the school day, inside and outside the classroom.
9. Participate in staff development training programs to improve job performance; participate in faculty meetings and special events as assigned
10. Maintain time and effort as approved in the consolidated application.
11. Keep informed of and comply with state, district, and school regulations and policies for paraprofessionals.
12. Articulate the district's mission and goals in the area of counseling to the community, when appropriate, and solicit its support in realizing the mission.

Pay Determination:

Salary 100% State Compensatory 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