

JOB DESCRIPTION

POSITION TITLE:	Instructional Aide
DEPARTMENT:	Instruction
REPORTS TO:	Classroom Teacher

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

1. Supervises students while they are arriving and departing from school.
2. Assists students in academic tasks as outlined by the classroom teacher.
3. Assists students during inside or outside recess.
4. Assists students during lunchtime.
5. Assists with behavior issues.
6. Assists students to and from the restroom.
7. Contacts parents through phone calls, emails and home visits as accompanied by the teacher.
8. Sanitizes/cleans classroom and equipment using approved materials.
9. Assists teacher with bulletin-boards, running errands, making copies, filing and other clerical duties requested by her/him.
10. Attends meetings upon request of the teacher or administration.
11. Assists in other capacities as directed by the administrator.

SUPERVISORY RESPONSIBILITIES:

- Supervises students under teacher direction.

QUALIFICATION REQUIREMENTS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High school diploma. Must be Highly Qualified (HQ); previous experience with students preferred.

LANGUAGE SKILLS:

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to parents and other employees of the school.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

- Ability to work with students with moderate/severe disabilities. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; climb or balance; and stoop, kneel or crouch. Specific vision abilities required by this job includes close vision, distance vision and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear a noisy environment. The employee must be able to push/pull wheelchairs containing students. The employee must be able to change diapers and assist students with toileting skills and personal hygiene.

WORK ENVIRONMENT:

- The employee is frequently exposed to infection at a greater risk than the average person. In addition, the employee may be directly responsible for the safety, well-being and/or work output of students- on the school work enclave.