

INSTRUCTIONAL AIDE (Classroom, Basic Skills,
Bilingual, and Special Education)**June 9, 2020**

- | | | |
|-------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I. | Job Title: | INSTRUCTIONAL AIDE (Classroom, Basic Skills, Bilingual, and Special Education) |
| II. | Unit Affiliation: | PRESSA |
| III. | Reports To: | Appropriate Administrator(s) and Classroom Teacher(s) |
| IV. | Major Responsibility: | Assists in the implementation of classroom activities under the direction and supervision of the certified classroom teacher, the principal, and other designated certified personnel |
| V. | Qualifications: | <ul style="list-style-type: none"> A. Hold or be eligible for a Mercer County substitute certificate (minimum of 60 college credits) B. Training in and successful experience with the education of students C. Knowledge of learning styles, teaching strategies, and techniques D. Knowledge of student growth and development and appropriate classroom practices E. Specialized skills and abilities related to the position held in the educational program (i.e., proficiency in computers, foreign language(s), American Sign Language, training in basic first aid, CPR, or Heimlich Maneuver, and experience with multicultural populations) F. Ability to relate to students in a patient and caring way while demonstrating a good sense of humor G. Ability to communicate effectively in written and spoken English H. Ability to take and follow directions I. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, proof of acceptable Mantoux test results |
| VI. | Essential Physical/
Mental Demands: | Ability to perform all types of physical tasks (i.e., sitting, talking, walking, bending, crouching, leaning, standing, reaching, balancing, climbing, shoving, pushing, pulling, etc.) with dexterity and strength over extended periods of time, usually in both indoor and outdoor environments. Ability to lift and carry up to 15 pounds. Ability to perform tasks to completion while handling frequent interruptions. Ability to anticipate needs, to organize work and supplies, and to respond calmly and effectively to emergency/crisis situations. Ability to effectively think, reason, communicate, computer, problem solve, and react. |
| VII. | Machinery/Equipment
Used: | Student and adult classroom furniture, equipment and supplies; cafeteria and playground equipment and supplies; audio visual equipment and supplies; office equipment and supplies; sanitation and recycling equipment and supplies; district and commercial transportation; and all other items associated with a school building and its programs. |
| VIII. | Environmental Demands: | Limited exposure to chemical and infectious hazards. Moderate exposure to climate and air conditions. Limited exposure to motor vehicle hazards. |
| IX. | Job Goal: | To promote the achievement of the students' educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher and to provide general support services for the building's instructional program. |
| X. | Essential Functions: | <ul style="list-style-type: none"> A. Assists the classroom teacher in the delivery of an effective instructional program. |

INSTRUCTIONAL AIDE (Classroom, Basic Skills,
Bilingual, and Special Education)

April 26, 2016

- B. Works with individual students or small groups of students, under the direction of a teacher, to reinforce the learning of material and/or skills introduced by the teacher.
- C. Guides independent study, enrichment work, and remedial work assigned by the teacher.
- D. Reads to students, listens to students read, and participates in other forms of oral communication with students.
- E. Maintains confidentiality in all matters related to the position.
- F. Operates and cares for equipment used in the classroom for instructional purposes.
- G. Helps students use and master equipment and/or instructional materials assigned by the teacher.
- H. Distributes and collects workbooks, papers, and other materials for instruction.
- I. Assists with the supervision of students during periods of instruction, emergency drills, assemblies, recess periods, field trips, and lunch periods.
- J. Helps young students with their clothing, snack time routine, and lavatory activities as needed.
- K. Assists, when appropriate, in loading and unloading of students from transportation buses and vans.
- L. Aids physically handicapped students, as needed, particularly those who rely upon appliances and prosthetics.
- M. Helps the teacher plan and maintain bulletin boards and other classroom learning displays.
- N. Checks notebooks, corrects papers, and supervises testing and other classroom learning displays.
- O. 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.
- P. Participates in in-service training as assigned.
- Q. Performs other duties as required for the daily operation of the school and/or as may be assigned by the supervisor.

- XI. Terms of Employment: Appointed annually for a period consistent with the provisions of the contract between the Princeton Regional Educational Support Staff Association and the Board of Education.
- XII. Salary: To be determined annually based upon the contract between the Board of Education and the Princeton Educational Support Staff Association.
- XIII. Evaluation: Performance will be evaluated annually in accordance with the Board's policy on the evaluation of support personnel

Americans with Disabilities Act Statement

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Princeton Schools shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

I have read this job description and I certify I meet all of the qualifications. I understand the physical, mental, and environmental demands of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

 Signature of Applicant/Employee

 Date

EQUAL OPPORTUNITY MULTICULTURAL EMPLOYER