



Instructional Support Aide Job Description

JOB INFORMATION

<i>Job Title:</i>	Instructional Support Aide
<i>Version Date:</i>	04/26/2005
<i>Category:</i>	Instructional Support
<i>Department:</i>	Instruction
<i>Work Year:</i>	155 Day, 10 Month
<i>FLSA Classification:</i>	Non-Exempt

JOB SUMMARY

This position is responsible for working as instructional support to aid teachers in the daily management and instruction of students; performing clerical and instructional tasks to relieve teachers of routine activities and helping to carry out daily classroom activities. The work involves observing and reporting on the behavior and learning of students, and the position may be assigned to a special classroom or a computer learning center/lab, to closely monitor the needs of students.

Essential Functions

<i>Essential Function</i>	<i>% TIME</i>
Follow instructional schedule developed by classroom teacher.	5%
Reinforce skills taught by the classroom teacher to small and large groups.	5%
Assist with instructional activities.	10%
Help students with special assignments or academic problems.	5%
Under the direction of the classroom teacher work with groups of assigned students to provide tutoring specific to individual student needs.	5%
Encourage safety, work, and study habits.	10%
Assist with daily routine tasks, such as taking attendance, reviewing student's work, etc	5%
Prepare instructional materials as requested.	5%
Proctor testing required for student placement or progress checks,	5%
Perform designated learning tasks with students, going over lessons, topics, and exercises; demonstrate or explain lessons, ask questions, and prompt students for answers; use supplementary learning materials and aids.	20%
Maintain student records, and classroom supplies.	15%
May work with students requiring individual or close attention.	5%
Assist in fire drill and other building security procedures as requested.	2%
Perform related work as required.	3%

QUALIFICATIONS

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			
Required	High School Diploma or GED		
Preferred	Associates or Bachelor's Degree		
	Professional training and experience in the field of education is helpful for this position.		
Required	Highly Qualified		

Work Experience			
	The employee must possess a demonstrated aptitude for the work to be performed.		

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands						
<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs			X			
Crouching			X			
Grasping			X			
Grip			X			
Handling			X			
Kneeling			X			
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (Above Shoulder)			X			
Pinch			X			
Pulling (Horizontal)			X			
Pulling (Vertical)			X			
Pushing (Horizontal)			X			
Pushing (Vertical)			X			
Lifting (10-20 pounds regularly)				X		
Lifting (50 pounds)			X			
Reaching (Forward)				X		
Vision (Far)				X		
Reaching (Waist to Shoulder)				X		
Reaching (Above Shoulder)			X			
Reading				X		
Repetitive Motions			X			
Sitting				X		
Standing				X		
Wrist Deviation (Wrist Extension)			X			
Reaching (Floor to Waist)			X			

Physical Demands						
<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Vision (Near)				X		
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping			X			
Wrist Deviation (Wrist Flexion)			X			

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Working Environment					
<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold			X		
Extreme heat			X		
Humidity		X			
Wet		X			
Noise			X		
Hazards			X		
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			
Other		X			

Valid Driver's License Required	
Yes/No	<i>Reason for Drivers License</i>
No	