

JOB DESCRIPTION
Westmoreland School District

CLASSROOM AIDE/TUTOR

Purpose Statement

The job of classroom aide/tutor was established for the purposes of assisting teachers and students to improve student achievement in a variety of school settings and/or providing direct support to students and supporting their learning as outlined and defined in each student's Individual Education Plan (IEP.)

This position is supervised by the school principal.

Essential Functions

- Demonstrates knowledge of core curriculum for the purpose of effectively assisting in facilitating student achievement.
- Reviews, reinforces and remediates skills previously addressed by a classroom teacher in individual or small group settings for the purpose of facilitating student achievement.
- Assists classroom teacher with the preparation of instructional materials for the purpose of providing necessary materials to enhance learning activities.
- Provides instruction to students utilizing a variety of individual and small group activities under the direction of a teacher or professional staff for the purpose of facilitating student achievement.
- Responds to emergencies (e.g., injured student, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Participates in meetings, in-service training, workshops, etc., for the purpose of receiving and conveying relevant information as required by the district.
- Monitors individual and/or groups of students in a variety of settings for the purpose of maintaining a safe and positive learning environment.
- Administers and monitors tests, homework assignments, make-up work, etc. under the direction of a teacher for the purpose of facilitating student achievement.
- Understands and utilizes educational technologies, as appropriate, with students under the direction of a teacher for the purpose of facilitating student learning.
- Establishes and maintains open lines of communication and cooperative professional relationships with school colleagues for the purpose of supporting students.
- Performs other related duties as assigned by the principal in accordance with district policies and practices.

Assignment – Specific Essential Functions

Classroom Aide

- Assists in maintaining electronic student portfolios as required by the State of New Hampshire for the purpose of documenting student learning.

- Prepares subject-specific lessons for individuals or small groups under the direction of a teacher for the purpose of facilitating student learning.
- Adapts classroom activities, assignments and/or materials under the direction of the teacher for the purpose of supporting and reinforcing student learning.

Tutor

- Adapts classroom activities, assignments and/or materials under the direction of the teacher for the purpose of supporting and reinforcing student learning.
- Implements instructional programs and lesson plans (e.g., reading, math, language, comprehension, writing, computer, etc.) under the supervision of assigned teacher, for the purpose of presenting and/or reinforcing learning concepts.
- Communicates with classroom or special education teachers for the purpose of assisting in evaluating progress and/or implementing student's Individual Education Plan (IEP) objectives.
- Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items; providing a safe learning environment; and/or meeting mandated requirements.
- Prepares subject-specific lessons appropriate for individuals or small groups under the direction of the classroom or SPED teacher for the purpose of implementing IEP goals.
- Researches resources and methods (e.g. intervention and instructional techniques, assessment tools and methods, community resources, etc.) in consultation with classroom or special education teachers, for the purpose of determining appropriate instructional approach for students.
- Implements behavioral plans under the direction of a teacher for the purpose of maintaining a safe and effective learning environment.
- Assists students with self-help and personal care for the purpose of maintaining students' sanitary needs.
- Supervises and supports students during transitions (e.g., hallways) for the purpose of ensuring safe movement throughout the learning environment.

Skills, Knowledge and Abilities

- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include familiarity with IEPs and core curriculum.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: ability to work as part of a team, patience, FERPA compliance, general confidentiality, and ability to work and interact effectively and professionally with a wide variety of individuals.

Working Environment

The usual and customary methods of performing the job's functions may require the following physical demands: Generally the job requires 50% sitting, 35% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications:

Experience: Experience with school age children

Education: High School diploma or equivalent. Associate's degree, two years of college or equivalent, and/or certification is preferred.

Clearances: Criminal background check
Pre-employment physical, as applicable

FLSA Status: Non-Exempt

Approval Date: 5/2017 RM

EEO Statement:

The school districts comprising SAU 29 do not discriminate on the basis of race, color, national origin, sex, disability, age, or any other legally protected class in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Human Resources, NHSAU 29, 193 Maple Ave., Keene, NH - 357-9007