

STANDARD SCHOOL DISTRICT

Job Description

Job Title: Instructional/Supervision Aide

JOB SUMMARY

Under the supervision of the site administrator and the direction of a certificated staff member, performs the necessary duties to assist in the planning and implementation of a program for the regular and special needs of children in the classroom. In addition, duties include supervision of students on the playground, in the cafeteria, and in other areas as assigned. Encourages student activities that will contribute toward the health, safety, and desirable social skills and habits of the students while on the school playground, during the lunch period, and at other assigned times and locations.

REQUIRED QUALIFICATIONS

Education/Certification:

- Associate's degree, two years of study at an institute of higher learning, or have met formal academic assessment required by Title I requirements in Every Student Succeeds Act.
- CPR training.

Special Knowledge/Skills:

- Ability to assist in instructing reading, writing, and mathematics.
- Ability to work well with children
- Ability to communicate effectively

Characteristics:

- Enjoy and hold high expectations for students;
- Be conscious of and work toward the health and safety of students supervised;
- Demonstrate behavior that exhibits warmth, caring, consistency and fairness;
- Ability to maintain discipline and carry out school policy concerning disciplinary measures;
- Demonstrate an understanding of students' developmental needs.

Experience:

- Background in activities that involve students and an interest in working with school-age children.
- Experience working in an instructional environment.
- Experience or education in the areas of child development.

ESSENTIAL FUNCTIONS OF THIS POSITION

Instructional support:

1. Provide direct instruction of students under direct supervision of teacher.
2. Conduct instructional activities assigned by the teacher; work with individuals students or small groups for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching their academic goals and grade-level standards.
3. Implement, under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success.
4. Assist in classroom management.
5. Assist teacher in preparing instructional materials.
6. Assist with the administration and scoring of objective testing instruments or work assignments.
7. Help maintain neat and orderly classroom.
8. Help with inventory, care, and maintenance of equipment.
9. Assist teacher with administrative records and preparation of required reports.
10. Provide orientation and assistance to substitute teachers.
11. Function as an appropriate role model for children, providing proper examples, emotional support, and a friendly attitude and general guidance.

12. Demonstrate regular attendance and punctuality.
13. Adhere to the appropriate code of ethics and student confidentiality.
14. Respond to emergency situations (e.g. student injuries, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
15. Keep teacher informed of special needs or problems of individual students.

Supervision

1. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
2. Monitor students during assigned times to assure safe, secure, and positive environment for students;
3. Demonstrate consistent and fair approach to discipline and other actions used to correct behavior;
4. Apply the intent of the school policy and conduct code while supervising students;
5. Present disciplinary cases to the school principal and/or principal's designee;
6. Model behaviors that are positive and caring;
7. Encourage students to develop desirable social skills and habits;
8. Consistently observe all students in area assigned in order to observe and redirect behavior away from inappropriate activities;
9. Observe corners of the playground, buildings and clusters of students to assure safety for all students;
10. May serve in school office during noon period to support students' needs, supervision, and attendance follow-up.

Physical Requirements:

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

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|---------------|-----------------|------------------|-----------------|
| 1. Seldom | = Less than 25% | 3. Often | = 51.75% |
| 2. Occasional | = 25-50% | 4. Very Frequent | = 76% and above |

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| <u>4</u> | a. Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>4</u> | b. Ability to stand and circulate for extended periods of time. |
| <u>4</u> | c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. Ability to hear and understand speech at normal levels. |
| <u>4</u> | e. Ability to communicate so others will be able to clearly understand normal conversation. |
| <u>3</u> | f. Ability to bend and twist, kneel and stoop, run and crawl. |
| <u>2</u> | g. Ability to reach in all directions. |
| <u>2</u> | h. Ability to lift 40 lbs. |
| <u>2</u> | i. Ability to carry 20 lbs. |

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Participate in staff development training programs to improve job performance.
2. Participate in faculty meetings and special events as assigned.
3. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning the student's academic success.

Employee: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.