

JOB DESCRIPTION

Job Title: Instructional Aide

Qualifications:

All paraprofessionals entering employment after January 1, 2007 must be deemed “Highly Qualified” as defined in the No Child Left Behind Act of 2003. In order to be considered “Highly Qualified”, an applicant must meet one of the following requirements.

- Possess an associate’s degree from an accredited college; or
- Have earned 60 semester hours (or the equivalent) from an accredited college; or
- Has passed a state approved test.

The person in this position should have the following credentials:

1. Knowledge and understanding of children.
2. Ability to work well with others.
3. Willingness to work with others.
4. Ability to handle unforeseen situations in accordance with policy.
5. Take initiative on the job.
6. Ability to accept individual differences among children.
7. Ability to physically restrain a student if called upon to do so after proper training. May also be required to lift up to 50 lbs. on occasion.

Reports To: This person is directly responsible to the school principal who may delegate this supervision to a teacher.

Job Goals: To work directly with the teacher to assist the implementation of the program carried out in the teacher’s room. The aide works with the teacher, under the supervision of the principal. Since the teacher is charged with full responsibility of the students assigned to her classroom, the aide will assist; but at no time will the aide have full responsibility for one or more of the students.

Planning and policy-making, discipline of the students, and evaluation of the students are duties specifically assigned to the teacher. They are not the duties or responsibilities of the aide.

If an aide serves more than one teacher or is assigned to a school rather than to a teacher, the principal will establish a schedule for the aide and will direct all of the aide’s activities.

Performance Responsibilities:

1. Assist students with assignments as instructed by the teacher.
2. Work in small groups on classroom activities under the supervision of the teacher.
3. Participate in staff development training workshops to learn and update skills related to the position.
4. Perform other classroom duties as assigned by the immediate supervisor.

Terms of Employment: Nine and one-quarter or ten months with salary in Group K, Schedule C.

Evaluation: Performance of this job will be evaluated in accordance with provision of the board’s policy.