

JOB DESCRIPTION

Classroom Assistant – Instructional Aide

JOB ANALYSIS

The instructional aide is responsible for providing assistance to instructional programs by assisting the teacher in achieving educational objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole. The instructional aide assists the teacher in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

ESSENTIAL FUNCTIONS

Classroom

1. Executes instructional activities with individual students or small groups of students following teacher direction and demonstration. Provides assistance to students during special classes (art, music, etc.).
2. Assists students in special education and general education classes. Assists in preparation of materials for class, classroom activities, assignments, location of supplementary materials from school library and other resources areas.
3. Implements behavior management programs designed by teachers and/or school psychologist. Counts and records specific student behaviors; administers procedures in the positive behavior support plan.
4. Monitors student use of instructional equipment. Provides general maintenance of equipment including cleaning and disinfecting.
5. Serves as a source of information and help to any substitute teacher assigned in the absence of the regular teacher.
6. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected in the classroom teachers.

Student Supervision

1. Assists students leaving and entering transportation vehicles, accompanies students to and from classroom.
2. Assists with the supervision of students during emergency drills.
3. Assists with student use of equipment.
4. Assists students with activities of daily living such as eating, grooming, bathing, and hygiene related to toileting (no lifting), etc.

5. Monitors the incidence and prevalence of designated health problems or medical conditions.
6. Observes and intervenes to redirect inappropriate behavior.
7. Assists, monitors, and guides the student to pay attention, participate in activities, and complete tasks.

ADDITIONAL RESPONSIBILITIES

1. Executes instructional activities for vocational skills such as food preparation and laundry.
2. Provides assistance to physical and occupational therapy, speech and language, vision and hearing support programs. Assists students with gross and fine motor activities.
3. Guides independent study, enrichment work, and review material set up and assigned by the teacher.

COGNITIVE ABILITIES

Ability to establish and maintain productive working relationships with staff, business associates, and general community.

Ability to work on multiple tasks and prioritize appropriately.

Ability to recognize areas of concern relating to student issues and propose or recommend appropriate solutions to problems.

Ability to communicate effectively.

Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.

PROFESSIONAL QUALIFICATIONS

The requirements of this position are:

- Demonstrated knowledge and application of effective instructional aide principles, practices and trends.
- High School diploma.
- Teaching certificate preferred.

- Teaching experience preferred.
- Must be able to perform the above responsibilities at a high level.

REPORTS TO

Building principal, classroom teacher.

POSITION REQUIREMENTS

Physical Demands:

Occasional traversing throughout assigned school building(s).
Often sitting for extended periods.
Standing for periods of time.
Moderate lifting from 15-30 pounds.
Some moving of various items - up to 30 pounds.
Manual dexterity to use office equipment.
Repetitive operation of computer keyboard.
Ability to write legibly.
Ability to communicate with students.
Ability to assist students who are using playground equipment, if applicable.
Ability to carry student trays in the lunchroom.
Ability to use physical restraint on students, but only in an emergency situation to prevent injury and only if the aide has been properly trained.

Sensory Abilities:

Ability to communicate effectively in all aspects of the job.

Work Environment:

Generally, classroom setting year round.

Temperament:

Must be courteous and able to effectively manage job responsibilities.
Must be cooperative, congenial, service oriented, and promote these qualities.
Ability to work in an environment with frequent interruptions.
Ability to be respectful and empathetic toward students.

Workplace Expectations:

Ability to follow directions and give direction to others.
Ability to create and delegate assignments.

Ability to complete assigned tasks without supervision.

Ability to communicate, comprehend and perform complex computations.

Ability to use correct grammar, sentence structure and spelling.

Ability to compose clear, concise sentences and paragraphs.

Ability to organize classroom setting to efficiently accomplish tasks.

Ability to multitask.

Ability to work independently and make work-related decisions.

Ability to exercise good judgment in prioritizing tasks.

Ability to communicate effectively at all organizational levels.

Ability to operate office equipment.

Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.

Ability to appropriately handle confidential information in accordance with District policies.

Ability to use technology for group meetings, presentations (i.e. overhead, document camera, projector and video equipment).

TERMS OF EMPLOYMENT

Work year follows the teachers' calendar/schedule, primarily reporting for work on student days unless other arrangements are made by immediate supervisor.

EVALUATION

Performance will be evaluated annually by the Building Principal and Classroom Teacher in accordance with provisions of Board policy.