

INSTRUCTIONAL AIDE

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED **and**;
- An Associate's or higher degree **or**;
- At least two years of study at an institution of higher education **or**;
- Passing score on skills assessment (ParaPro, ACT Workkeys or Master Teacher's Para Educator Learning Network)
- Preschool positions require the following in addition to the above requirements:
 - Possession of CPR and First Aid training certificate upon recommendation for hire
 - TB Skin test dated within past six (6) months upon recommendation for hire
 - Immunization records verifying MMR, Tetanus with Pertussis, and Hepatitis B Series upon recommendation for hire
 - Level 1 Fingerprint Clearance card

B. DESIRED

- Previous experience working with school age children
- Considerable knowledge of the English language

SUMMARY

Under the direction of the principal, program coordinator, and/or teacher, assists with the teaching of students by procuring required materials and arranging the learning environment in support of the educational program. Regular attendance is necessary to perform the essential functions of this position.

Reports to: School Principal and/or Program Coordinator

ESSENTIAL FUNCTIONS

- Assists with instructing reading, writing and mathematics at applicable skill levels
- Offers suggestions and observational data during planning sessions
- Implements activities for individuals and small groups under the direction of the teacher
- Assists with student behavior plans
- Leads discussion groups, games, music and storytelling and other activities, when applicable
- Implements lesson plans, as directed by the teacher
- May provide direct or indirect supervision of children with proper toileting and hand washing; and assists in providing children with fresh clothing should soiled clothing occur
- Creates displays of students' work
- Assists staff with preparation of curriculum and related materials
- Participates in school and district professional development activities
- Attends meetings, as required



INSTRUCTIONAL AIDE

- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to read, write and comprehend
- Ability to analyze and problem solve
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop and carry up to 20 pounds
- Ability to operate digital office equipment