

JOB DESCRIPTION - INSTRUCTIONAL AIDES

5006.1

JOB GOAL: Under the direction of the Administration, instructional aides will assist in classrooms, ~~study halls~~, library, on the playground, and in the lunchroom. Instructional aides will work with individuals, small groups, and large groups as assigned.

QUALIFICATIONS:

- * Working knowledge of school functions and procedures
- * Working knowledge of English and spelling
- * Ability to perform classroom and library tasks
- * Ability to maintain accurate and complete records
- * Ability to type/word process neatly and accurately
- * Ability to operate a variety of office machines
- * Ability to establish and maintain effective public, pupil, and co-worker relationships
- * Ability to understand and effectively carry out oral and written instructions
- * Attainment of school aid certification from the state, Bachelor's Degree preferred

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and parents.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

TRAINING AND EXPERIENCE:

- * ~~Graduation from high school; additional courses in word processing, childcare and education preferred; —college degree in education desired~~
- * ~~Experience working with children and adults preferred~~

REPORTS TO: District Administrator

PERFORMANCE RESPONSIBILITIES:

- * Assists students in completing teacher assigned activities and exercises in academic programs.
- * Assists in preparing instructional materials for student use.
- * Supervises pupils in library, classroom, lunchroom, ~~study hall~~, and playground.
- * Assists in tutoring and other “~~partner~~-teacher” activities.
- * Assists students with computers, editing, correcting, and other areas assigned by the classroom teacher.
- * Assists in providing library services to students.
- * Assists in preparing displays and bulletin boards.
- * Assists with word processing and duplicating instructional materials.
- * Assists with checking assignment notebooks and correcting papers.
- * ~~Substitutes for teachers as needed~~
- * Participates in in-service training programs.
- * Performs other related tasks and duties as assigned.

LANGUAGE SKILLS: ~~Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and parents.~~

~~**MATHEMATICAL SKILLS:** Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.~~

~~**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.~~

SCHEDULE: To be determined yearly based upon approved school year calendar.

Adopted: 9-21-83

Revised: 6-26-97

Revised: 2-18-04