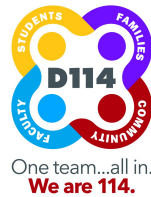


Our Vision
*Excellence in education,
 community, and self for success in
 tomorrow's opportunities.*



Our Mission
*Maximize and foster learning and
 growth for all through continuous
 improvement.*

January 2019

JOB TITLE:	INSTRUCTIONAL AIDE
DEFINITION:	The Instructional Aide assists the teacher(s) in providing a well-organized, smoothly functioning classroom environment in which students can take full advantage of the instructional program and available resource materials. The Instructional Aide promotes students' educational, social, and emotional development. The Instructional Aide reports directly to the assigned teacher(s), coordinator, and/or the building principal(s).
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. High School Diploma or equivalent. 2. Paraprofessional certification. 3. Demonstrated aptitude for the work to be performed. 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable. 5. Experience working in the school setting, whenever possible.
KEY FUNCTIONS:	<p>LEARNING ENVIRONMENT</p> <ul style="list-style-type: none"> ● Work closely with colleagues to identify needs a student may have and collaborates to find and implement solutions; ● Work to understand and attend to the needs of students to provide a safe and supportive learning environment; ● Provide classroom support for students with IEPs and 504 plans and others who may need assistance; ● Take initiative in assessing and acting upon the needs of the classroom; ● Collect and collaborate in data collection and planning for student needs; ● Implement district-wide behavior expectations and philosophy (e.g. PBIS, Second Step); ● Assist teacher(s) in carrying out daily and weekly routine procedures (e.g. cleaning per program requirements, picture schedules, data collection, etc.) <p>CURRICULUM AND INSTRUCTION</p> <ul style="list-style-type: none"> ● Prepare for classroom activities in collaboration with colleagues; ● Work to understand and attends to the needs of students to ensure academic growth and participation; ● Work closely with colleagues to identify needs a student may have and collaborate to find and implement solutions; ● Work with small groups of students to support instruction under the direction of the teacher;

	<ul style="list-style-type: none"> ● Provide classroom support for students with IEPs and 504 plans and others who may need assistance; ● Work with students using using assistive technology as needed; ● Collect and collaborate in data collection and planning for student needs; ● Complete clerical tasks as needed (e.g. make copies, check notebooks, correct papers, supervise testing and make-up work, etc.). <p>PROFESSIONAL RESPONSIBILITIES</p> <ul style="list-style-type: none"> ● Actively support and contribute to the school, district, and community activities and culture; ● Maintain a collaborative and positive working relationship with all students, colleagues, parents, and the community; ● Communicate openly, honestly, and consistently with staff to ensure student needs are met; ● Demonstrate patience and adaptability as well as the ability to prioritize based on student need; ● Take initiative in assessing and acting upon the needs of the classroom; ● Show willingness to ask questions to understand expectations and role; ● Assist with non-instructional duties (examples: supervision of cafeteria/playground, bus support, lunchroom, toileting, crossing guard, etc.); ● Participates in meetings and in-service training as directed or assigned; ● Arrive and leave on time as assigned and in alignment with contractual provisions; ● Maintain student confidentiality at all times; ● Participate in parent meetings/conferences upon request; ● Attend and assist with field trips; ● Substitute upon request (if applicable); ● Perform other related duties as required or assigned.
PHYSICAL DEMANDS:	<p>This position requires physical ability to carry out the following activities, with or without reasonable accommodation:</p> <ol style="list-style-type: none"> 1. The ability to reach, push, pull, bend, crawl, crouch, lift and/or restrain as needed within the scope of the position. 2. Communicating with others (talking, hearing, keyboarding and handwriting); 3. Observing instructional activities (seeing, listening to oral interpretation); 4. Facilitating delivery of materials and equipment to appropriate sites.
CAPACITY AND ABILITY REQUIREMENTS:	<p>In order to learn or perform duties adequately, the following are required:</p> <ol style="list-style-type: none"> 1. Adaptability to performance of a variety of duties, without loss of efficiency or composure. 2. Ability to accept responsibility for direction, control or implementation of an activity.

	<ol style="list-style-type: none"> 3. Adaptability to deal with people beyond giving and receiving instructions. 4. General learning ability; ability to understand instructions, concepts and underlying principles; ability to reason and make judgments. 5. Ability to understand meanings of words and ideas associated with them, and to transfer understandings to individuals and groups as necessary. 6. Ability to perform basic reading, writing, and arithmetic operations efficiently and accurately. 7. Ability to perform manual functions easily.
WORK CONDITIONS:	Normal working environment. The instructional aide may be required to supervise activities in extreme heat or cold or extreme weather conditions.
GENERAL REQUIREMENTS:	This job description is intended to describe the general nature and level of work to be performed by those assigned to this position. It is not intended to be a complete list of responsibilities, skills and duties required of the Instructional Aide.
TERM OF EMPLOYMENT:	Varies.
EVALUATION:	The position is evaluated by the appropriate administrator(s).

