

LAKE ZURICH COMMUNITY UNIT SCHOOL DISTRICT 95
JOB DESCRIPTION

<u>Title:</u>	Kindergarten Aide
<u>Reports To:</u>	Building Principal
<u>Salary Range:</u>	2
<u>Work Year:</u>	10 Month, part-time Works in Extended Day Kindergarten
<u>Requirements:</u>	High school diploma or equivalent required Para-Professional Certification required Knowledge of classroom environment and school curriculum Good oral and written communication skills Basic computer skills Any equivalent combination of education and experience will be considered

Essential Job Functions:

1. Under the direct supervision of the classroom teacher: responsible for assisting the classroom teacher in the instruction of the students including assistance in the laboratories, washrooms, playgrounds, gymnasiums, lunchrooms, libraries, field trips and all other educational settings as determined by the classroom teacher
2. Provides reinforcement to individual or groups of students of direct material initially taught by the classroom teacher
3. Understands and supports the Extended Day Kindergarten curriculum
4. Assists in instructional programs/computer assisted instruction and maintenance
5. Responsible for guiding remedial work as set by the classroom teacher
6. Administers, scores and records achievement assignments/assessments recommended by the classroom teacher
7. May attend parent/teacher conferences, Open House and Parent Informational Nights for Extended Day students as required per building
8. Serves as the main source of information for any substitute teacher
9. When required, operates and cares for classroom equipment for instructional purposes
10. Provides a well organized, smooth functioning class environment where the students can take full advantage of the instructional program and available sources
11. Serves as a resource person to the student personnel evaluation teams, therapists, etc.
12. When required, maintains various classroom bulletin boards, classroom displays, etc.
13. Performs other duties as may be necessary and assigned by the classroom teacher or building principal