

Schedule: Monday through Friday (30-32 hours weekly)

7:30 am - 2:30pm M,T,Th,F

7:30 am - 1:30pm W

Reports to: TK-Kinder team

Supervisor: Office Manager

Classification: Nonexempt, 10/11 months

JOB SUMMARY: The instructional aide is a part time position, responsible for conducting positive learning experiences for students acquiring a second language, both English learners and Spanish learners. The instructional aide is responsible for performing tasks for instructional personnel and administrative duties for the Office Manager, as needed.

DUTIES AND ESSENTIAL JOB FUNCTIONS

Duties of this position include but are not limited to:

- Supports the instructional personnel with the school wide academic program and goals through various learning models (onsite model, blended model or distance learning) focused on meeting students' academic and behavioral needs.
- Suggests instructional approaches and strategies, monitors completion of assignments and coach special projects.
- Assists administrative team with front office tasks.
- Revises lesson plans, as needed, and other material preparation based on teacher direction.
- Assists instructional personnel with administering curriculum through a differentiated approach, particularly in small groups.
- Collaborates with instructional personnel to recognize issues students are facing and recommend solutions.
- Oversees student submitted assignments and record their deficits and submissions.
- Documents student progress and communicate with instructional personnel to keep them informed. Assists instructional personnel with parent communication, as needed.
- Modifies materials and implements instructional and behavior management strategies for special education students in a mainstream setting.
- Performs other related duties as required and assigned.
- Complies with state, school, and class rules and regulations.
- Maintains discipline and continues with instructional program in the absence of the teacher.

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A valid First Aid certificate issued by the American Red Cross, which includes CPR training
- TB Clearance
- General concepts of child growth and development and child behavior characteristics.
- Instructional and behavioral strategies used in controlling and motivating students.

- Spanish and English (Bilingual) usage, punctuation, spelling and grammar.
- Specific subject and content as required in job assignment.
- A variety of approaches for specific lessons and independent follow-up work.
- Technology, multimedia, and software applications desirable.

ABILITY TO:

- Assume responsibility for supervising students.
- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Be patient and flexible in making quick changes in a daily lesson for individual or total group.
- Provide feedback as to how the children are performing daily assigned tasks.
- Perform routine clerical work and basic arithmetic calculations.
- Maintain cooperative working relationships with students, staff, parents and the general public.
- Ability to work in a fast paced, high intensity work environment
- Ability to handle upset children and adults in a respectful and professional manner.
- Ability to sit, stand, climb stairs, lifting up to 25 lbs, bend, pull, push, carry, walk and operate equipment

TRAINING & EXPERIENCE:

Equivalent to completion of the twelfth grade. Paid or volunteer experience working with children in an educational or child care setting, that could likely provide the desired knowledge and abilities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Stand or sit for extended periods of times.
- Walk over uneven surfaces.
- Bend at the waist, kneel or crouch to file materials.
- Reach above shoulders to file materials.
- Lift, carry, and push and/or pull items with a strength factor of medium work.

Salary: Based on Experience

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received and read my Job Description. I further understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor/manager may substitute for an updated description. I further acknowledge that questions about my job, job description or job performance should be directed to my supervisor/manager or the Human Resource Department.

Employee Name (Please Print)

Employee Signature Date

Supervisor Name (Please Print)

Supervisor Signature Date