

## **Instructional Aide I**

### **Purpose Statement**

The job of Instructional Aide I is done for the purpose/s of providing support to the instructional program within and outside of the assigned classroom with specific responsibility for working with individual and/or small groups of students to reinforce instruction, monitor performance, and support learning; performing a variety of instructional and classroom management supports; supervising students outside of the classroom; and performing clerical tasks to support to teacher/s and staff.

This job reports to Principal /Classroom Teacher, and/or Program Specialist

### **Essential Functions**

- Administers first aid, as instructed by a health care professional for the purpose of meeting immediate health care needs.
- Assists students, individually or in small groups, with lesson assignments (e.g. read stories, listen to students read, providing writing assistance, reinforce English lessons, provide spelling practice, facilitate activities, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Assists teachers in adapting classroom activities, assignments and/or materials under the direction of the supervising teacher (e.g. instructional and/or developmental activities, etc.) for the purpose of supporting and reinforcing classroom objectives.
- Attends meetings and in-service presentations (e.g. technology to assist students, child development, instructional strategies and practices, student behavior, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with teachers and students (e.g. alerts teacher to individual student needs, keeps teacher informed of student progress, engages in planning of activities with teacher, listens to students read, participates in other forms of oral communications with students, etc.) for the purpose of assisting in meeting instructional objectives/programming.
- Maintains classroom supplies and materials, work area, and manual and electronic files and records for the purpose of ensuring availability of items, providing written reference, providing a safe learning environment, and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of providing a safe and positive learning environment.
- Provides small group instruction, under supervision of classroom teacher (e.g. math, reading, social skills, self-care, etc.) for the purpose of ensuring student learning.
- Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Responds to emergency situations (e.g. injured student, fights, school drills, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.

- Supports students with classroom assignments, tests, homework assignments, make-up work, etc. (e.g. monitors students engaged in independent study, enrichment or remedial work, etc.) for the purpose of supporting teachers in the instructional process.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the classroom/school.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

**Continuing Educ. / Training:**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

SE