

# Classroom Instructional Aide

## Job Description



<b>Job Title:</b>	Classroom Instructional Aide	<b>FLSA:</b>	Non-exempt
<b>Reports to:</b>	Campus Principal	<b>Pay Grade:</b>	2103A
<b>Dept./School:</b>	Assigned Campus	<b>Calendar Days:</b>	187
		<b>Revised:</b>	2.7.2023

### Primary Purpose

Provide instructional assistance to students under the direct supervision of a certified teacher. Assist in preparing, conducting, and managing of classroom activities.

### Qualifications

#### Education/Certification:

- High School Diploma or GED
- 48 college hours OR Paraprofessional Assessment of Knowledge and Skills (PAKS) Certification

#### Special Knowledge/Skills:

- Demonstrated ability to assist in instructing reading, writing, and mathematics
- Demonstrated ability to work well with children
- Ability to communicate effectively

#### Experience:

- Three (3) years successful experience working with children preferred
- Computer skills preferred

### Major Responsibilities and Duties

#### Instructional Support

1. Provide instruction to students under the direction of teacher; work with individual students or small groups
2. Assist teacher in preparing instructional materials and classroom displays
3. Assist with administration and scoring of objective testing instruments or work assignments
4. Help maintain neat and orderly classroom
5. Help with inventory, care, and maintenance of equipment
6. Help teacher keep administrative records and prepare required reports
7. Provide orientation and assistance to substitute teachers

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### Student Management

8. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty
9. Make teacher aware of special needs or problems of individual students

### Other

10. Maintain and professional, cooperative, and positive attitude
11. Demonstrate dependability and punctuality by exercising regular attendance and promptness
12. Maintain professional ethics and exercise self-control over actions and words with students, parents, and staff members
13. Follow district and building policies
14. Participate in staff development training programs to improve job performance
15. Participate in faculty meeting and special events as assigned
16. Assume other duties as assigned by campus principal, teacher assigned to, and the Superintendent of Schools

### Supervisory Responsibilities

None

### Evaluation

The Instructional Paraprofessional's evaluation is a responsibility resting with the principal. An evaluation shall be completed in writing at least once during the course of the school year.

### Work Environment

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.