



DOWNINGTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

TITLE: Instructional Aide - Elementary

DATE: January 2015

DEPARTMENT/GROUP: Teamsters – Student Day

LOCATION: Elementary Buildings

REPORTS TO: Principal

FLSA: Non-exempt

JOB SUMMARY: Under the supervision of the classroom teacher and building principal, assists with the instruction of students individually or in small groups.

ESSENTIAL FUNCTIONS: *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Instructs individual students or small groups of students in a variety of settings to complement, reinforce, and enhance classroom instruction.
2. Logs daily work and student progress to be reported to the classroom teacher and/or the building principal for use in designing appropriate next steps in instruction.
3. Attends training sessions provided throughout the school year.
4. Utilizes appropriate technologies (e.g. computers) as they relate to classroom instruction.
5. Assists with the supervision of students during recess.

This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.

ADDITIONAL FUNCTIONS: *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Other duties as may be assigned.

QUALIFICATIONS: *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills, and/or ability necessary.*

1. High school diploma
2. Proficient computer skills
3. Effective interpersonal skills
4. Strong written and communication skill
5. Proficiency in the use of technology for individual and system management, communications, and research.
6. Candidate must adhere to all local, state, federal, and school code requirements for employment.

PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- A. While performing the duties of this job, the employee is required to maintain a stationary position and move about to access file cabinets, office equipment, etc.
- B. The employee is constantly required to communicate to provide accurate information to others and to obtain and follow directions.
- C. The position requires the employee to operate a computer and other office and instructional equipment.
- D. Ability to lift and/or exert up to 20 lbs. of force occasionally to move objects.
- E. This job requires the ability to observe, inspect, identify and determine accuracy of written documentation and fine details.
- F. The noise level in the work environment is usually quiet to moderate.
- G. Constantly required to demonstrate good judgment and safety.
- H. Ability to make decisions in accordance with established procedures and policies.

NOTICES:

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.

5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

I have read and understand the expectations contained in this position description.

Position Holder's Signature: _____ Date: _____

Print Name: _____

A copy of this form may be obtained in the Human Resources Department.

The Downingtown Area School District is an equal opportunity employment, educational, and service organization.