



Frankfort School District 157-C
10482 W. Nebraska Street, Frankfort, IL 60423
Phone: 815-469-5922 Fax: 815-469-8988
www.fsd157c.org

Job Description: Instructional Aide

Classification Group: Education Support Personnel (ESP)

Job Summary & Essential Functions:

Under the direction of a certified staff member, the Instructional Aide is responsible for providing direct intervention in reading or math to an assigned group of students or individual students throughout the school day in accordance with the established Intervention Plans of identified students. The Instructional Aide will provide supervisory assistance with car and bus riders, recess, in school hallways and other building areas when assigned. In addition, the Instructional Aide shall maintain working knowledge of all student/staff handbooks and Board of Education policies and will be required to follow all administrative directives/initiatives.

Qualifications:

- Valid/Active Professional Educator's License (PEL) through Illinois State Board of Education (ISBE) registered in Will County, IL required.
- Knowledge of instructional best practices.
- Demonstrated computer skills with experience using Microsoft Office.
- Ability to bend, carry, lift, push, pull, reach, sit, stand, walk and must be able to travel between job sites.
- Ability to lift, move or push 50 pounds for student assistance.
- Ability to physically assist students.
- Ability to interact closely with students with patience, flexibility and a caring attitude that caters to diverse learning needs.
- Ability to supervise and assist students in all weather conditions.
- Broad knowledge of office and administration procedures and functions.
- Must be detailed oriented and deadline driven with strong organizational, written and oral communication skills.
- Must be able to multi-task in high paced environment.
- Ability to proactively identify obstacles and implement solutions.
- Must maintain the highest level of professionalism, integrity, trust and confidentiality.

Specific Duties:

- Works directly with students in need of additional support, providing direct intervention in reading or math.
- Maintains data records as directed by the classroom teacher or applicable administrator.
- Modifies the learning environment to accommodate the unique needs of the assigned student(s).
- Responsible for lesson planning with supervising certified staff member.
- Responsible for progress monitoring and keeping accurate records related to student intervention performance.
- Communicates to classroom teachers and/ or appropriate team members an observed changes in student behavior or response to specific stimuli or situations.



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- Attends building and department level meetings as required.

Supervisor:

The Instructional Aide will report directly to their assigned Certified Staff Member (if applicable) and/ or Building Administration, in consultation with District Administration and the Board of Education.

Additional Duties:

The employee in this position will be responsible for any additional duties and/or responsibilities as assigned or required by Building Administration and/or District Administration.

Physical Activity:

Work may require frequent bending, carrying, lifting, pushing, pulling, reaching, sitting, standing and walking.

Work Environment:

Work is performed in both indoor and outdoor school settings that may include differing weather conditions. Noise associated with classroom activities, lunch and recess occurs on daily basis. Hazards are relatively non-existent.

Evaluation:

Performance will be evaluated in accordance with the provisions of the Board of Education policy 5:320 on evaluation of Education Support Personnel at 90 (ninety) working days (probationary period) and annually thereafter.

Terms of Employment:

This is a full time, 10 (ten) month position. Compensation determined by the Board of Education.

Salary Range: \$20.00 - \$23.00 (hourly)

Associated Benefits:

- 13 sick days- completion of probationary period
- 2 personal days- completion of probationary period
- 8 Paid Holidays
- Bereavement Leave
- Health, Dental and Vision Insurance
- Retirement contribution
- 403b & 457b options
- Tuition Reimbursement Available