



Job Title: Instructional Support Aide

Exemption Status: Non-Exempt

Reports to: Campus Principal

Date Revised: April 2025

Dept. /School: Assigned Campus

Pay Grade: PA2

Primary Purpose:

The primary role of an Instructional Resource Aide is to assist teachers and staff in preparing materials for instructional programs and ensuring a positive and organized classroom environment.

They also provide administrative support, supervise students, and contribute to a safe and effective educational setting. Support the instructional programs. Responsible for the day-to-day on-site operation of the campus library. May work under minimal supervision or oversight by a district librarian.

Qualifications:

Education/Certification:

- High School Diploma or equivalent
- Eligible to receive an Educational Aide Certificate from the State Board of Educator Certification

Experience:

- Some experience working with children

Special Knowledge/Skills:

- Proficient keyboarding and file maintenance skills
- Proficiency in managing and organizing high-volume copying tasks.
- Ability to work collaboratively with teachers and students
- Strong communication, organizational, and interpersonal skills
- Patience, flexibility, and a positive attitude while exhibiting a growth mindset

Major Responsibilities and Duties:

Instructional Support

1. Monitor and ensure that instructional resources and tools needs are met to support the facilitation of effective teaching and learning.
2. Prioritize and handle multiple copy requests efficiently to meet deadlines.
3. Operate, maintain, and troubleshoot copy machines, printers, and other duplicating equipment.
4. Produce high-quality copies of instructional materials (tests, worksheets, learning activities, etc.).
5. Organize and distribute printed materials to the appropriate staff members.
6. Communicate the needs of paper supplies, toner, and other necessary resources to ensure smooth operations.
7. Ensuring the confidentiality of sensitive documents, such as student records and exams.
8. Assisting teachers and staff with basic printing and document formatting needs.
9. Maintain a clean, organized, and functional copy room.

Student Management

10. Promote and uphold a safe, structured learning environment for all students.
11. Assist in managing classroom behavior to ensure a respectful and productive learning



environment.

12. Monitor students throughout the school day, both inside and outside the classroom, including arrival, dismissal, the cafeteria, bus duty, and recess.
13. Inform teachers about any special needs or concerns you have regarding individual students.

Other

14. Follow district safety protocols and emergency procedures.
15. Actively support the school culture, mission, and vision while prioritizing improved student outcomes.
16. Perform all duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including computer and peripherals; standard library equipment, including imaging equipment; standard instructional equipment

Posture: Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of a mouse; regular overhead reaching; climbing ladders

Lifting: Frequent light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

Environment: Work inside; work alone; exposure to biological and chemical hazards such as mold and dust

Mental Demands: Work with frequent interruption; maintain emotional control under stress

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

Reviewed by _____ Date _____

Received by _____ Date _____