

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Kindergarten Aide	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 5

Job Summary

The Kindergarten aide provides assistants to the kindergarten classroom teachers in supporting students' day-to-day functions to ensure a smooth transition of students to the educational environment.

Essential Job Functions

Collaborates with the classroom teacher to implement lesson plans and provides special tutoring assistance as directed by the classroom teacher.

Implements lesson plans and appropriate student activities.

Carries out supervision of students in a prompt and responsible manner to ensure a safe, nurturing, and healthy environment. This includes assisting the classroom teacher in managing student activities and behaviors, including, but not limited to

- Navigating the school building for out-of-classroom activities such as recess, physical education, music, and library
- Escorting and assisting students while picking up student meals
- Supporting developmentally-appropriate hygiene needs
- Guiding the emotional regulation of students

Communicates student progress and confers with the classroom teacher in a collaborative model as well as assists in parent-teacher conferences upon request. Maintains awareness of ongoing student goals and objectives.

Assists with data collection and maintains behavioral and/or academic logs, and notes as directed by the teacher.

Conducts developmental activities with small groups of students.

Attends and contributes to staff training provided by the district and the school.

Assists in developing materials to support all program components and to meet a variety of learning styles.

Assists with bus, lunch, and recess duty.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment, including computer, printer, copy and fax machines, and other teaching-related equipment.

Independent Decisions

Makes decisions of a routine, job-related nature

Primary Working Contacts

Daily contact with students and school staff; occasional contact with parents.

Responsibility for Cash, Equipment, Safety

Safety of students under supervision in the classroom or playground.

Supervision Received and Exercised

None given; receives supervision from the building principal and daily guidance from classroom teachers.

Unusual Working Conditions

None.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, and finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Must meet at least one of the following three qualifications:
 - A high school diploma, or equivalent, and have completed the ParaProfessional Assessment, or have the ability to pass the ParaProfessional Assessment within four (4) months of hire; or
 - An associate's degree or higher; or
 - Completion of two years of higher education (at least 48 semester hours) or the equivalent
2. Work experience demonstrating an ability to maintain accurate records and implement plans.
3. Proven proficiency in oral and written communication skills in English.

4. Ability to relate and work successfully with students and adults and ability to work as a team in developing and delivering academic programs for students.
5. Demonstrated ability to be patient with young children and their developmental needs

The following are preferred:

1. The ability to model and support early literacy, language, and numeracy skills as demonstrated through basic competency.
2. Demonstrated awareness and understanding of early childhood developmental needs and limitations.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.