

REPUBLIC R-III SCHOOL DISTRICT

Job Description

Focus / Instructional Aide

Qualifications

The focus / instructional aide must have excellent communication skills, and the ability to work with children, faculty and the general public in a diplomatic, friendly and efficient manner. He/she must have a minimum of 60 college hours.

Position Classification

Support Staff

Fair Labor Standards Act

Non-Exempt

Supervisor

The focus/instructional aide will be supervised by the building principal or designee.

Duties

1. Serves as support to the regular education classroom teacher when in the classroom.
2. Can complete simple educational/teaching routines as directed by classroom teacher.
3. Implements whole group/small group/individual interventions as directed by classroom teacher or principal.
4. Provides guidance and supervision for student discipline matters.
5. Monitors student class work.
6. Works in a professional manner.
7. Takes initiative in each task.
5. Solves routine problems independently.
6. Accepts direction from supervisors.
7. Demonstrates appropriate preparation for the job.
8. Demonstrates a basic knowledge of subject or grade level.
9. Assists in the organization of the educational environment to promote learning.
10. Assists in the management of student learning.
11. Attends school within the guidelines established.
12. Appropriately supervise students before, during, and after the school day as needed.
12. Performs any other duties assigned by the supervising teacher or principal.

Revised: July 25, 2019