

JOB DESCRIPTION
INSTRUCTIONAL AIDE II

A. RESPONSIBILITIES:

1. To aid and assist in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials in Early Childhood, Chapter I or Special Education programs.

B. RELATIONSHIP TO OTHERS:

1. Work under the supervision of the building principal.
2. Work directly with and under the supervision of the teaching personnel assigned to the particular area of concern.
3. Work cooperatively with other staff members to achieve and carry out the goals and objectives of the school system as a whole.

C. HOW SELECTED:

1. Application
2. Interview
3. Recommendation of the Superintendent
4. Employment by the Board of Education

D. QUALIFICATIONS FOR THE POSITION:

1. High school diploma or GED .
2. Successful passage of the State Competency Test for Aides and holds or has held the classification as an Aide.
3. Demonstrate an acceptance and tolerance level for the individual needs and capacities of students with which they come in contact.
4. The ability to type.
5. The ability to operate office and instructional equipment.
6. The ability to do record keeping procedures.
7. The ability to develop and maintain an effective working relationship with others.

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E. FUNCTIONS AND DUTIES:

1. Administer, scores and records such achievement and diagnostic tests as the teacher recommends for individual students.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests and abilities.
4. Operates and cares for equipment used in the classroom for instructional purposes.
5. Helps students master equipment or instructional materials assigned by teacher, and performs simple tasks for them when needed such as:
(a) sharpening pencils; (b) carrying lunch trays, etc.
6. Distributes and collects workbooks, papers and other materials for instruction.
7. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
8. Assists with the supervision of students during emergency drills, assemblies, play periods, field trips, trips to office, school nurse and to itinerant teacher work stations. This can include taking students to meet special buses or public carriers.
9. Keeps bulletin board and other classroom learning displays up to date.
10. Assists with such large group activities as drill work, reading aloud, and story telling.
11. Reads to students, listens to students read, and participates in other forms of oral communication with students.
12. Assists students in the library or media center.
13. Checks notebooks, corrects papers and supervises testing and make up work as assigned by the teacher.
14. Checks and records student attendance.
15. Collects and records collection of money.
16. Helps students with their clothing in such physical tasks as putting on and taking off outerwear, moving from room to room, using the lavatory, etc., according to developmental levels.
17. Assists with lunch, snack and cleanup routines.
18. Assists with wash-up and toilet routines as needed. This may include changing diapers, and implementing toilet training programs prescribed for students.
19. Alerts the regular teacher to any problem or special information about an individual student.
20. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.

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21. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
22. Participated in in-service training programs, as assigned.
23. Perform specialized health care both Phase I and Phase II, for special education students in accordance with doctor prescriptions and the student's Individualized Educational Plan. (May include but not limited to health procedures such as catheterization, suctioning, tube feeding).
24. Daily carry out physical therapy exercises as prescribed by the county's physical therapist and physical handicapped teacher and document activities on county prescribed forms.
25. Perform other duties assigned by the immediate supervisor and the building principal.

TERM OF EMPLOYMENT: 200 days – Salary based on job classification and pay grade scale established for service personnel

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Service Personnel

(Revised 2-2-00)

JOB DESCRIPTION
INSTRUCTIONAL AIDE III

A. RESPONSIBILITIES:

1. To aid and assist in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials in Early Childhood, Chapter I or Special Education programs.

B. RELATIONSHIP TO OTHERS:

1. Work under the supervision of the building principal.
2. Work directly with and under the supervision of the teaching personnel assigned to the particular area of concern.
3. Work cooperatively with other staff members to achieve and carry out the goals and objectives of the school system as a whole.

C. HOW SELECTED:

1. Application
2. Interview
3. Recommendation of the Superintendent
4. Employment by the Board of Education

D. QUALIFICATIONS FOR THE POSITION:

1. High school diploma or GED and have completed six (6) semester hours of college credit at a higher educational institution.
2. Successful passage of the State Competency Test for Aides and holds or has held the classification as an Aide.
3. Demonstrate an acceptance and tolerance level for the individual needs and capacities of students with which they come in contact.
4. The ability to type.
5. The ability to operate office and instructional equipment.
6. The ability to do record keeping procedures.
7. The ability to develop and maintain an effective working relationship with others.

E. FUNCTIONS AND DUTIES:

1. Administer, scores and records such achievement and diagnostic tests as the teacher recommends for individual students.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests and abilities.
4. Operates and cares for equipment used in the classroom for instructional purposes.
5. Helps students master equipment or instructional materials assigned by teacher, and performs simple tasks for them when needed such as:
(a) sharpening pencils; (b) carrying lunch trays, etc.
6. Distributes and collects workbooks, papers and other materials for instruction.
7. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
8. Assists with the supervision of students during emergency drills, assemblies, play periods, field trips, trips to office, school nurse and to itinerant teacher work stations. This can include taking students to meet special buses or public carriers.
9. Keeps bulletin board and other classroom learning displays up to date.
10. Assists with such large group activities as drill work, reading aloud, and story telling.
11. Reads to students, listens to students read, and participates in other forms of oral communication with students.
12. Assists students in the library or media center.
13. Checks notebooks, corrects papers and supervises testing and make up work as assigned by the teacher.
14. Checks and records student attendance.
15. Collects and records collection of money.
16. Helps students with their clothing in such physical tasks as putting on and taking off outerwear, moving from room to room, using the lavatory, etc., according to developmental levels.
17. Assists with lunch, snack and cleanup routines.
18. Assists with wash-up and toilet routines as needed. This may include changing diapers, and implementing toilet training programs prescribed for students.
19. Alerts the regular teacher to any problem or special information about an individual student.
20. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.

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21. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
22. Participated in in-service training programs, as assigned.
23. Perform specialized health care both Phase I and Phase II, for special education students in accordance with doctor prescriptions and the student's Individualized Educational Plan. (May include but not limited to health procedures such as catheterization, suctioning, tube feeding).
24. Daily carry out physical therapy exercises as prescribed by the county's physical therapist and physical handicapped teacher and document activities on county prescribed forms.
25. Perform other duties assigned by the immediate supervisor and the building principal.

TERM OF EMPLOYMENT: 200 days – Salary based on job classification and pay grade scale established for service personnel

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Service Personnel

(Revised 2-2-00)

JOB DESCRIPTION

INSTRUCTIONAL AIDE IV

A. RESPONSIBILITIES:

1. To aid and assist in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials in Early Childhood, Chapter I or Special Education programs.

B. RELATIONSHIP TO OTHERS:

1. Work under the supervision of the building principal.
2. Work directly with and under the supervision of the teaching personnel assigned to the particular area of concern.
3. Work cooperatively with other staff members to achieve and carry out the goals and objectives of the school system as a whole.

C. HOW SELECTED:

1. Application
2. Interview
3. Recommendation of the Superintendent
4. Employment by the Board of Education

D. QUALIFICATIONS FOR THE POSITION:

1. High school diploma or GED and have completed 18 hours of state board approved college credit at a regionally accredited institution of higher education and successfully completed an inservice training program determined by the state board to be the equivalent of three hours of college credit..
2. Successful passage of the State Competency Test for Aides and holds or has held the classification as an Aide.
3. Demonstrate an acceptance and tolerance level for the individual needs and capacities of students with which they come in contact.
4. The ability to type.
5. The ability to operate office and instructional equipment.
6. The ability to do record keeping procedures.
7. The ability to develop and maintain an effective working relationship with others.

E. FUNCTIONS AND DUTIES:

1. Administer, scores and records such achievement and diagnostic tests as the teacher recommends for individual students.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests and abilities.
4. Operates and cares for equipment used in the classroom for instructional purposes.
5. Helps students master equipment or instructional materials assigned by teacher, and performs simple tasks for them when needed such as:
(a) sharpening pencils; (b) carrying lunch trays, etc.
6. Distributes and collects workbooks, papers and other materials for instruction.
7. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
8. Assists with the supervision of students during emergency drills, assemblies, play periods, field trips, trips to office, school nurse and to itinerant teacher work stations. This can include taking students to meet special buses or public carriers.
9. Keeps bulletin board and other classroom learning displays up to date.
10. Assists with such large group activities as drill work, reading aloud, and story telling.
11. Reads to students, listens to students read, and participates in other forms of oral communication with students.
12. Assists students in the library or media center.
13. Checks notebooks, corrects papers and supervises testing and make up work as assigned by the teacher.
14. Checks and records student attendance.
15. Collects and records collection of money.
16. Helps students with their clothing in such physical tasks as putting on and taking off outerwear, moving from room to room, using the lavatory, etc., according to developmental levels.
17. Assists with lunch, snack and cleanup routines.
18. Assists with wash-up and toilet routines as needed. This may include changing diapers, and implementing toilet training programs prescribed for students.
19. Alerts the regular teacher to any problem or special information about an individual student.
20. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.

JOB DESCRIPTION – AIDE IV

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21. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
22. Participated in in-service training programs, as assigned.
23. Perform specialized health care both Phase I and Phase II, for special education students in accordance with doctor prescriptions and the student's Individualized Educational Plan. (May include but not limited to health procedures such as catheterization, suctioning, tube feeding).
24. Daily carry out physical therapy exercises as prescribed by the county's physical therapist and physical handicapped teacher and document activities on county prescribed forms.
25. Perform other duties assigned by the immediate supervisor and the building principal.

TERM OF EMPLOYMENT: 200 days – Salary based on job classification and pay grade scale established for service personnel

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Service Personnel

(Revised 2-2-00)