

ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LA

JOB DESCRIPTION

TITLE: Instructional Aide (FSLA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. Citizen or authorized alien
2. Minimum age of 20 years
3. High School Diploma or equivalent (College Training Preferred)
4. Associate Degree (or higher) or 48 semester hours minimum to include: English Composition - 3 hours English/Reading - 6 hours and Mathematics- 6 hours or Para Pro Assessment results (minimum score of 450) and high school diploma.
5. Ability to work with underachieving students
6. Effective written and oral expression
7. Ability to tutor in area of instruction

REPORTS TO: Principal

JOB GOAL: To assist the teacher in providing service to each student in the class.

JOB SUMMARY: This position is designed to assist in remediation and to provide individual instruction to eligible participating students in a specially designed dropout prevention program.

ESSENTIAL JOB FUNCTIONS:

The instructional aide will perform his/her duties under the direct supervision of the classroom teacher. The role of the paraprofessional is to assist in the individualization of instruction, in the record keeping, in the preparation of materials, and in the other assignments deemed necessary for the successful implementation of a dropout prevention program. All projects and activities must be planned and assigned by the classroom teacher.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Perform all duties assigned by the principal.

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting throughout the shift.
4. Must tolerate frequent period of walking throughout the shift.
5. Must on occasions lift and carry file boxes, books, manuals, catalogues, files, records, etc.
6. Must be able bend and stoop in performing your job duties.
7. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manuals, picking up objects, filing, shredding and computer runs.
8. Must handle numerous duties:
 - A. Fine Motor Skills
 1. Copying
 2. Adding Machine
 3. Computer
 4. Filing
 5. Binding
 6. Writing out forms
 - B. Grasping
 1. Manuals
 2. Boxes
 3. Journals

TERMS OF EMPLOYMENT: Nine months (180 days), salary in accordance with the current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Service Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to the changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number