CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Instructional Aide
Job Description

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Meet the requirements for the No Child Left Behind Act:
   (a) Two (2) years of study at an institution of higher education; or
   (b) Associate's or higher degree; or
   (c) Knowledge and ability to assist in instruction in core subjects
3. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school procedures and policies. Ability to adapt to different situations and schedules. Knowledge of the techniques and procedures used in working with targeted student population. Ability to relate and communicate effectively with students, teachers, and parents. Ability to communicate orally and in writing. Ability to plan and/or implement instructional activities. Ability to operate or learn to operate a variety of technology and equipment. Ability to perform clerical responsibilities. Ability to cooperate and work as a member of a team. Physical ability to lift student if required by job assignment.

REPORTS TO:

Principal or designee

JOB GOAL

To provide instructional and technical assistance to meet the specialized needs of students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

1. Assist the teacher(s) in preparing materials, teaching aids, bulletin boards and equipment for direct instructional activity, including locating, copying, collating, distributing, and/or grouping materials supporting instructional activities planned by the teacher.
2. Schedule space for specialized instructional programs and coordinate the arrangement of equipment, desks, tables, chairs and activity areas.
3. Examine short--- and long---term unit plans prepared by the teacher and anticipate the need for specific supplies and materials
4. Assist the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio---economic backgrounds, learning styles, and special needs.
5. Confer with teacher on progress of students.
6. Serve as substitute teacher when necessary

Administrative/Management

7. Use time efficiently.
8. Provide student supervision before, during, and after school while they are loading, riding, and unloading buses, on the playground, in the cafeteria, in a learning or practice situation, following appropriate training, as assigned.
9. Assist in maintaining the security of records, materials, and equipment.
10. Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.
11. Maintain a clean and orderly environment for students.
12. Check objective tests and mark errors but not assign a grade.
13. Escort or transport students to and from classrooms, clinic, cafeteria as required.

Intervention/Direct Services

14. Provide instructional assistance as planned or coordinated by the teacher or administrator.
15. Lead small group activity, following appropriate training, planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
16. Use classroom management techniques conducive to an effective classroom environment.
17. Assist students with personal hygiene, health and safety issues, or grooming if required.

Collaboration

18. Work closely with teacher(s) or other professionals to create a quality instructional environment.
19. Meet and deal effectively with staff members, students, parents, administrators, and other contact persons using tact and good judgment.
20. Exercise service orientation when working with others.
21. Exhibit interpersonal skills to work as an effective team member.

Professional Responsibilities

22. Demonstrate initiative in the performance of assigned responsibilities.
23. Follow attendance, punctuality and other qualities of an appropriate work ethic.
24. Ensure adherence to good safety standards.
25. Model and maintain high ethical standards.
26. Keep supervisor informed of potential problems or unusual events.
27. Use effective, positive interpersonal communication skills.
28. Respond to inquiries and concerns in a timely manner.
29. Serve on school/district committees as required or appropriate.
30. Follow federal and state laws as well as School Board policies, rules and regulations.

31. Demonstrate support for the school district and its goals and priorities.
32. Prepare or assist in the preparation of all required reports and maintain all appropriate records.
33. Demonstrate initiative in identifying potential problems or opportunities for improvement.
34. Maintain confidentiality regarding student information and school/workplace matters.
35. Participate in cross---training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

Assessment/Evaluation

36. Assist in assessing student progress as directed, including proctoring the administration of tests, marking papers, and maintaining confidential records.
37. Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
38. Assist, as assigned, in the collection of assessment data from a variety of sources and in compiling and organizing data for review by the teacher.
39. Assist the teacher in completing requirements for grade reporting, scheduling conferences, and recording results.

Staff Development

40. Maintain expertise in assigned area to fulfill position goals and objectives.
41. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.