

JOB TITLE: INSTRUCTIONAL AIDE

QUALIFICATIONS:

1. Minimum 60 college hours and/or paraprofessional exam (PRAXIS).
2. Demonstrated aptitude for successfully performing tasks of the kind listed below.
3. Ability to deal pleasantly with staff, students, and the public.
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Principal/Special Services Director

JOB GOAL: To provide assistance to the BASE teacher in creating and enriching educational environment for students before and after school.

PERFORMANCE RESPONSIBILITIES:

1. Displays and understanding of district curriculum.
2. Maintains appropriate knowledge of subject matter contained in each discipline.
3. Employs a variety of teaching techniques appropriate to the functioning level of students and the instructional objectives demonstrated by the teacher.
4. Provides opportunities for the students to experience success in instructional activities.
5. Promotes maximum student involvement in instructional activities.
6. Incorporates instructional prescriptions or remediation and/or enrichment.
7. Provides input in selecting activities appropriate to the abilities, need and interests of the students.
8. Assists in the organization and preparation of appropriate institutional materials.
9. Assists in maintaining the classroom in a functional, attractive and orderly environment conducive to student learning (i.e. bulletin boards, displays, posters, etc.)
10. Provides students with timely written or verbal feedback.
11. Provides teachers feedback on student performance.
12. Assists students with evaluating their own performance.
13. Assists the teacher in maintaining student progress reports.
14. Maintain accurate records such as grades, attendance, etc.
15. Assists the teacher in complying with IEP deadlines and objectives.
16. Reproduces materials for learning activities.
17. Assists in preparation/dissemination of correspondence.
18. Assists the teacher in evaluating student work (i.e. tests, quizzes, etc.)
19. Assists the teacher in obtaining and using audio-visual equipment.
20. Demonstrates appropriate motivational techniques.
21. Enforces behavioral expectations as directed by the classroom teacher.
22. Demonstrates effective techniques to maintain appropriate behavior

