

Position: Instructional Aide

Job Summary: The Instructional Aide provides essential support to teachers and students by assisting with instructional activities, student supervision, and administrative tasks. This role involves administering and grading tests, working with small groups of students to reinforce lessons, and providing additional help to absent students. The Instructional Aide also helps manage classroom supplies, care for equipment, and prepare bulletin boards and instructional materials.

Qualifications/Minimum Requirements:

1. Possess a valid paraprofessional certification.
2. Exhibit a professional, pleasant demeanor and maintain a neat appearance.
3. Ability to work effectively with and around children in a supportive role.
4. Proficient in the operation of audio-visual equipment and other classroom technology.
5. Strong keyboarding skills with the ability to complete tasks efficiently.
6. Demonstrate the ability to maintain confidentiality and handle sensitive information appropriately.
7. Emotional and physical capacity to meet the demands of the assigned duties.
8. Strong written and verbal communication skills.
9. Basic knowledge of first aid and health room procedures, with the ability to assist as needed.
10. General proficiency in using office equipment, including copiers, fax machines, and computers.

Reports to: Building Principal

Responsibilities:

- Administer and grade tests, including testing new students and setting up their files.
- Supervise students during instructional activities and extend instruction to small groups following the teacher's initial presentation.
- Support students who have been absent by helping them catch up on missed work and checking assignments as directed.
- Maintain designated supply levels of equipment care and ensure the proper upkeep of facilities.
- Handle various student fees and assist in maintaining accurate student records.
- Assist with creating, preparing, and displaying bulletin boards and instructional materials.
- Support field trip planning, preparation, and participation.
- Assist in the school office and with duplicating materials as needed.
- Assist students, staff, and volunteers as necessary.
- Assist with health room procedures according to established medication guidelines and provide basic first aid when required.
- Help maintain positive relationships with students, staff, and the community by fostering

effective communication and public relations.

- Perform other duties as assigned to support the smooth operation of the school.

Terms of Employment: 176 days, 5 hours a day/5 days per week.

Benefits:

- The O'Fallon Support Personnel Federation Collective Bargaining Agreement outlines the salary and benefits package.
- Professional development opportunities.
- Supportive and collaborative work environment.
- Opportunity to make a positive impact on the lives of students.