

Position: Interventionist Aide

Job Summary: The Interventionist Aide supports instructional staff by working closely with individual students or small groups to enhance their academic progress.

Qualifications/Minimum Requirements:

1. Minimum of 30 semester hours of college credit.
2. Additional training or coursework in child development, education, or a related field is preferred.
3. Prior experience working with children in an educational setting is preferred.
4. Strong verbal and written communication skills, with proficiency in English.
5. Basic keyboarding and data entry skills.
6. Ability to operate standard office equipment (e.g., copier, computer) and audio-visual equipment.
7. Familiarity with basic first aid procedures; CPR/First Aid certification is a plus.
8. Ability to work effectively with students of varying skills and maintain a patient, empathetic, and supportive approach.
9. Able to perform physical tasks associated with supporting students.
10. Emotionally resilient and able to handle challenges in a calm, professional manner.
11. Maintain a professional and neat appearance.
12. Flexibility to take on additional tasks as school administrators or instructional staff assigns.

Reports to: Principal /Assistant Principal

Responsibilities:

- Work closely with individual students or small groups, providing instructional support by reinforcing lessons introduced by the teacher, guiding students in curriculum tasks, and administering tests and individualized assessments.
- Ensure proper supervision and engage in positive, empathetic interactions.
- Extend teacher instruction by listening to and helping students with assigned tasks, reinforcing classroom material, and monitoring students' work as directed by the teacher.
- Perform data entry, maintain student records, make and file copies, and use office equipment proficiently to support school operations.
- Demonstrate basic knowledge of first aid and assists in health-related situations, accompanying students to the office or nurse as needed.
- Maintain confidentiality and ensure student safety and well-being.
- Maintain a neat appearance, exhibit a pleasant and approachable demeanor, and demonstrate a strong command of the English language, which is essential for effective communication.
- Operate audiovisual and office equipment efficiently.
- Other duties as assigned.

Terms of Employment: 176 days/ 6 hours per day.

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.