

Position: Program Aide

Job Summary: The School Program Aide works closely with students with disabilities to provide physical, emotional, and academic support to ensure they can effectively participate and succeed in the school environment. This role involves assisting in various school settings and collaboratively working with teachers and staff to create a safe, supportive, and engaging learning atmosphere.

Qualifications/Minimum Requirements:

1. Hold a paraprofessional letter of approval.
2. Pleasant collaborative personality and maintain a professional appearance.
3. Able to work with and around children.
4. Ability to operate tech equipment.
5. Possess keyboarding skills.
6. Ability to maintain confidentiality.
7. Emotionally and physically able to perform duties required of the position.
8. Have a good command of the English language.
9. Basic knowledge of first aid and health room procedures.
10. Possess general knowledge of office equipment.

Reports to: Building Principal or Designee

Responsibilities:

1. Work closely with students with disabilities to provide physical, emotional, and academic support, encouraging their full participation and success in the school environment.
2. Assist in creating a safe, supportive, and engaging learning atmosphere in collaboration with teachers and staff.
3. Supervise students in various school settings, including classrooms, libraries, and playgrounds.
4. Assist students with daily tasks such as transitioning between rooms, dressing, using the restroom, and following school expectations.
5. Support instructional activities by reinforcing lessons, guiding small groups, administering assessments, and performing curriculum-related tasks as directed by the teacher.
6. Perform basic tasks to assist students, such as sharpening pencils, carrying materials, or handling other similar duties as needed.
7. Foster supportive, professional relationships with students, promoting independence while avoiding excessive emotional reliance.
8. Address and correct disruptive behaviors constructively and consistently, following guidance from school staff.
9. Maintain accurate student attendance records and assist with documentation related to student activities.
10. Collaborate with teachers and staff to ensure students' academic and behavioral goals

are met effectively.

11. Build and sustain positive relationships with students, staff, and families to promote a collaborative school environment.

Terms of Employment: When school is in session 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.