



Instructional Aide I

Purpose Statement

The role of Instructional Aide I is to support the instructional program within and outside the assigned classroom. This includes working with individual and small groups of students to reinforce instruction, monitor performance, and support learning. The position also involves performing a variety of instructional and classroom management tasks, supervising students, and providing clerical support to teachers and staff.

Supervisory Relationship

Reports to: Principal, Classroom Teacher, and/or Program Specialist

Essential Functions

- **Administer First Aid:** Provide first aid as instructed by healthcare professionals to meet immediate health care needs.
- **Assist with Lessons:** Support students with lesson assignments (e.g., reading, writing, spelling, computer learning) individually or in small groups to reinforce learning concepts and help achieve academic goals.
- **Adapt Classroom Activities:** Assist teachers in modifying classroom activities and materials to support classroom objectives.
- **Attend Meetings:** Participate in meetings and in-service presentations to acquire and convey job-related information.
- **Communicate with Teachers and Students:** Assist in planning activities, keep teachers informed of student progress, and engage in oral communications with students.
- **Maintain Classroom Supplies:** Ensure availability of classroom supplies, maintain work areas, and keep manual and electronic files up to date.
- **Monitor Students:** Supervise students in various settings (e.g., classroom, playground, lunchroom) to maintain a safe and positive learning environment.
- **Provide Small Group Instruction:** Deliver small group instruction under the teacher’s supervision to ensure student learning.
- **Report Observations:** Communicate observations and incidents (e.g., accidents, behavior issues) to appropriate personnel.
- **Respond to Emergencies:** Address emergency situations (e.g., injuries, school drills) to resolve immediate safety concerns.
- **Support Classroom Activities:** Assist teachers in implementing curriculum and teaching methodologies.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance
- **Perform Other Duties:** Undertake additional tasks as assigned to support classroom and school operations.

Job Requirements: Minimum Qualifications

Skills

- Perform multiple tasks with a potential need to update skills due to changing job conditions.
- Operate standard office equipment and use pertinent software applications.
- Maintain accurate records.

Knowledge

- Basic math skills, including calculations using fractions, percents, and ratios.
- Understand grammar and punctuation, stages of child development, and learning styles.
- Age-appropriate activities.

Abilities

- Schedule activities, collate data, and use basic job-related equipment.
- Work flexibly with others and manage data using defined processes.
- Adapt to changing work priorities, maintain confidentiality, and handle crisis situations.
- Work effectively as part of a team and manage constant interruptions.

Responsibility

Work under direct supervision using standardized routines. Lead, guide, and coordinate others. Operate within a defined budget and utilize resources from other work units as needed.

Work Environment

Perform job functions requiring significant lifting, carrying, pushing, and pulling. Some stooping, kneeling, crouching, and crawling. Fine finger dexterity required. Job involves 30% sitting, 35% walking, and 35% standing. Exposure to some risk of injury and/or illness.

Experience

Job-related experience is preferred.

Education

High school diploma or equivalent.

Certification

Additional certification/education may be required for specific aide positions at certain locations

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SE

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