



RenewED Instructional Aide

Purpose Statement

The role of the RenewEd Instructional Aide involves providing a variety of complex support processes to the instructional program within the assigned setting(s). The primary responsibilities include assisting in the daily care of students with significant learning challenges, observing and documenting academic and emotional progress, implementing plans for instruction, and addressing the special healthcare needs of students. This role also supports students with significant social-emotional or behavioral health needs. Programs have a strong focus on social and emotional learning, skill-building for independence, and transitioning students back to their home schools. Communication, trauma informed practices, and collaboration are all valuable skills for this position. This position will support students in a variety of programs and settings by; implementing student plans, documenting student behavior; and providing information to teachers and/or other personnel.

Supervisory Relationship

Reports to: Building Administrator(s)

Essential Functions

- Supervise students in alternative settings, home schools, and the community
- Implement individualized learning plans, collect data, and collaborate on program development
- Maintain accurate records for the program
- Collaborate with program staff on individual student programs, building systems, and processes
- Provide feedback (verbal or written) on observations to teachers and other personnel regarding student progress
- Adapt or modify instructional activities under the direction of the teacher or program staff to support and reinforce student learning
- Attend meetings and in-service presentations as directed by the building administrator (e.g., CPI, MANDT, emergency procedures) to acquire job-related information.
- Operate equipment, such as assistive technology devices, to support instructional programs
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the classroom, schools, and in the community
- Complete training to become a Registered Behavior Technician if the candidate has not already obtained certification

Job Requirements: Minimum Qualifications

Skills

- Ability to operate standard office equipment, including pertinent software applications.
- Perform multiple tasks with the potential need to update skills to meet changing job conditions.

Knowledge

- Behavior and crisis management techniques, instructional methods, and high school curriculum.
- Basic math, including calculations using fractions, percentages, and ratios.

Abilities

- Flexibility to work with diverse individuals and groups and handle interruptions.
- Maintain confidentiality and work effectively with staff and students in varied environments.
- Analyze issues, solve problems, and develop action plans.

Responsibility

Work under limited supervision and within standardized practices/methods. Lead, guide, and coordinate others when necessary. The role has a continual opportunity to impact the organization's services.

Work Environment

The job requires some lifting, carrying, pushing, and/or pulling, as well as fine finger dexterity. The work involves 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience

Experience working with students with emotional and behavioral health needs

Education

High school diploma or equivalent is required

Certification

Registered Behavior Technician Certification

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SM