Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Instructional Aide - Preschool
Schedule / Grade: Instructional Aide
Job Code: xxINSUP165, xxINST1154
FLSA: Non-Exempt
Calendar: INS AIDE
Benefits: Eligible (60 Day Wait) (Retirees not Eligible)
Contract Type: Notification
Bargaining Unit: None
Revised Date: 12/15/2025

PURPOSE

This position is to assist the teacher with her/his reinforcing concepts/skills, monitoring student progress, assisting with discipline and assisting with the planning process for instructional goals or implementation of the intervention program. This is a full-time position.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Assist the staff in implementing lesson plans or programs to meet the learning needs of a particular group of children.
- Work with staff to carry out daily classroom activities or program needs, supervising students, providing instructional support and caregiving services under supervision of staff.
- Assist the teachers in supervising students in non-classroom settings such as lunchroom/playground supervision and arrival/dismissal.
- Facilitate and stay involved in active participatory learning

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit http://www.cpsk12.org.

REPORTING RELATIONSHIPS

Reports To: Director of Early Childhood and Assistant Director of Early Childhood
Supervises: None

QUALIFICATIONS

Minimum: Missouri substitute teaching certificate; 36+ college credit hours, or Associates degree, or 20-hour DESE sub course. Prior experience in a school setting and/or working with young people.

Preferred: Bachelor's degree, Missouri teaching certificate, previous teaching experience, ability to work in a team-teaching setting; A strong desire to teach and be responsible for instructing children as assigned.

Ideal candidate will have a professional and friendly demeanor with a demonstrated ability to work well with a variety of individuals in a fast-paced environment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Read, comprehend, and produce written and oral instructions, correspondence, and memos**;** Communicate one-on-one, in small groups, and in large groups. These are essential functions of the job.

Computation: Add, subtract multiply and divide using units of American money, weight, volume and distance. These are essential functions of the job.

Reasoning: Understand and follow verbal and written instructions; Interpret instructions presented in written, oral, diagram or schedule form; Solve problems involving concrete variables within standardized situations. These are essential functions of the job.

Technology: Perform basic computer skills including word processing and basic data entry related to student needs on district-provided technology; Readily utilize smart boards, projectors and other instructional technology provided by the district; Adhere to all District policies and procedures regarding technology usage. These are essential functions of the job.

Other Skills and Abilities: Establish and maintain positive relationships with students, faculty and staff while maintaining appropriate professional boundaries; Identify needs and abilities of

individual students and to adapt instructional methods accordingly; Perform multiple tasks simultaneously. These are essential functions of the job.

Physical Demands: The selected applicant will frequently stand, stoop, bend and kneel; The selected applicant frequently moves throughout the building and must be able to walk long distances; The selected applicant must physically assist students with feeding, self-care, and toilet tasks as needed; The selected applicant must regularly lift 30 pounds. The selected applicant may have to quickly follow or catch up to a mobile student and redirect the student back to the appropriate class or activity. The selected applicant must have both close and distance vision. These are essential functions of the job.

Attendance: Consistent and regular attendance is an essential function of this position.

Conditions and Environment: The individual who holds this position will regularly work in a school environment that is noisy and active. The individual will be required to work outdoors to perform tasks such as loading and unloading students from district transportation and supervising lunchroom and recess. These are essential functions of the job.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer