

Pleasant Ridge Union School District
Job Description

Position Title: **Instructional Aide**
Reports to: Teacher/Principal

Summary: The role of the instructional aide is to assist and support the teacher by carrying out delegated activities and assignments in the instructional and managerial areas of educational programs.

Essential Duties and Responsibilities:

- Assist with classroom instruction
 - a. Instruct individual students and groups of students
 - b. Assist students who have been absent
 - c. Supervise instructional centers
 - d. Supervise individualized programs
 - e. Assist students in following teacher directions
 - f. Tutor individual students
 - g. Other designated areas

- Assist with classroom management
 - a. Observe pupil behavior
 - 1. Correct minor problems
 - 2. Report major problems to teachers
 - b. Check and correct student assignments
 - c. Copy and record information on school records
 - d. Prepare and run duplicate designated materials
 - e. Secure or prepare instructional materials
 - f. Handle bookkeeping for collection
 - 1. Milk money
 - 2. Hot lunch program
 - 3. Other programs as needed
 - g. Distribute supplies
 - h. Assist with taking attendance
 - i. Help maintain general upkeep of room and supplies

- Supervise the playground as assigned
 - a. Keep moving around grounds
 - b. Closely supervise bathrooms
 - c. Keep students out of restricted areas
 - d. Awareness of first aid
 - e. Be alert to possible fights before they start

Supervisory Responsibilities: Students as assigned by teacher/principal

Qualification Requirements: *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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Provide verification of completion of high school or general education degree (GED) and one year of previous aide experience preferred.

Language Skills: Ability to read and interpret grade level educational curriculum.

Mathematical Skills: Ability to compute grade level educational curriculum.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written and oral form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to establish and maintain effective working relationships with students, staff and community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

While performing the duties of this job, the employee is required to supervise and work with students and be responsive to instructions given by teacher/principal. Must have the ability to work with students in groups and in a one-to-one relationship and possess a genuine interest in children; ability to plan, organize and present an activity to students upon request of teacher; possess effective written and oral expression.

The employee is regularly required to stand; walk; use hands and fingers to handle or feel objects; and communicate verbally. The employee frequently is required to reach with hands and arms. The employee frequently must sit, squat, stoop or kneel, reach above the head and reach forward while interacting with students. The employee will frequently bend or twist while performing the duties of this job.

The employee must frequently lift and/or move objects such as books and supplies. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: *The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works indoors and outdoors. The employee will interact with students and be responsive to first aid needs of students in cases of illness/injuries while on the school site. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position

*8/02 Revised
Instructional Aide*

Pleasant Ridge Union School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The District also prohibits sexual harassment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent.