

## **JOHNSTONVILLE ELEMENTARY SCHOOL DISTRICT**

**CLASS TITLE:** Instructional Aide

**BASIC FUNCTION:**

Under the direction of the Superintendent/Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of identified students in a classroom, or other learning environment; tutor students in assigned subject areas; provide clerical program support. In addition, monitor student behavior and activity during lunchtime, breakfast, recess, or other break periods.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Tutor individual and/or small groups of students, reinforcing instruction as directed by the teacher; assist students in completing classroom assignments, homework, and projects in various subject areas such as reading and math; help students understand classroom rules and procedures; assist assigned teacher with the implementation of lesson plans; assist students by answering questions, providing proper examples, providing emotional support, have a friendly attitude, and offer general guidance.
- Provide support to the teacher by setting up work areas and displays and distributing and collecting paper, supplies and materials.
- Perform a variety of clerical duties in support of classroom and program activities such as preparing, typing, duplicating, filing and laminating instructional materials; grade student tests and assignments; record grades; maintain student files and program records; assist with ordering supplies as directed.
- Observe and redirect behavior of students in the classroom according to approved procedures; report progress regarding student performance and behavior to the teacher.
- Read age-appropriate stories to students; assist in the development of student writing skills.
- Assure the health and safety of students by following health and safety practices and procedures; maintain the learning environment in a safe, orderly and clean manner.
- Direct group activities of students as needed; assist in monitoring recesses, assemblies and playgroup activities; accompany students on field trips as assigned.

- Communicate with the teacher in order to exchange information and resolve issues or concerns.
- Operate a variety of office and classroom equipment including a copier, computer and designated software.
- Monitor, and redirect if necessary, student behavior and activity during lunchtime, breakfast, recess or other break periods; direct students to serving line, tables, classrooms or other appropriate areas; distribute, collect and store play equipment as assigned.
- Observe, and redirect if necessary, student behavior in lunchroom, halls, restrooms, playgrounds, or other areas according to established policies and procedures; report student behavior issues to appropriate personnel.
- Confer with students, administrators, and teachers concerning student behavior and assigned activities.

**OTHER DUTIES:**

- Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic child guidance principles and practices.
- Safe practices in classroom activities.
- Basic subjects taught in school, including arithmetic, grammar, spelling, language and reading.
- Problems and concerns of students with special needs.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic instructional methods and techniques.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment, including a computer.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Basic record-keeping techniques.
- First aid and CPR procedures.

**ABILITY TO:**

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction for individual or small groups of students as directed by the teacher.

- Monitor, observe, and report student behavior and progress according to approved policies and procedures.
- Understand, and relate to, children with special needs.
- Perform a variety of clerical duties, including duplicating materials.
- Establish and maintain cooperative and effective working relationships with others. Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment, including a computer.
- Observe health and safety regulations.
- Maintain routine records as directed by the teacher.
- Monitor student behavior and activity during lunchtime, recess, or other break periods.
- Observe, and redirect if necessary, student behavior in the lunchroom, halls, restrooms, playgrounds, or other areas.
- Learn and explain school rules, policies, and regulations.
- Use assigned software at an introductory level.
- Maintain consistent, punctual, and regular attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

- Graduation from high school or equivalent;
- Experience working with children in an educational or child care setting; or
- Any combination of training and experience that could likely provide the desired knowledge and abilities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Classroom environment.
- Indoor and outdoor environment.
- Seasonal heat and cold or adverse weather conditions

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials and monitor student activities.
- Bending at the waist, kneeling, or crouching to assist students.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders, and horizontally.