

**Job Title:** AIDE, SUPPORT  
**Reports to:** Principal and Teacher(s) Assigned  
**Dept. / School:** Assigned School  
**Wage / Hour Status:** Non-exempt  
**Date Revised:** September 20, 2021

### **Primary Purpose**

Under general supervision, tutors will assist students in core content areas, individually or in small groups, to help them master assignments and to reinforce learning concepts presented by classroom teachers. Discusses assigned duties with campus coordinator or program manager to coordinate instructional efforts.

## **QUALIFICATIONS**

### **Education / Certification**

High School diploma or GED, 60 hours of College Work preferred

### **Special Knowledge / Skills**

Ability to perform basic computer operations  
Ability to operate basic office and educational equipment  
Good oral and written communication skills  
Good organizational skills

### **Experience**

Working with school age school children, preferred

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **General Duties**

1. Performs all the duties of an academic tutor and will assist students in the development of advanced learning skills and a variety of progressively complex tasks in core content areas.
2. Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
3. Assist with the administration and scoring of objective testing instruments or work assignments.
4. Assist in supervising students throughout the school day, both inside and outside the classroom.
5. Keep the teacher informed of any special needs or problems of individual students.
6. Responsible for assisting in the developing, planning and implementing a variety of student instructional activities
7. Monitors students' performance and records relevant data to assess progress and to drive instruction.
8. Coordinates and assists teachers and other staff to prepare instructional activities that aid in mastering specific skills, subject matter content, and state-mandated tests.
9. Presents subject matter to students under the direction and guidance of campus coordinator or program manager, using direct instruction and student centered activities. Regularly contacts parents and schedules parent meetings as needed.
10. Enforces administration policies and rules governing students

- 11 Performs other job-related duties as assigned.
- 12 Responsible for maintaining documentation in student folders on performance objectives
- 13 Attends and participates in staff meetings and required training sessions
- 14 Follows daily time schedule as assigned by Principal

**Records**

- 15 Keep records of activities
- 16 Assists the enrichment instructors in the running and preparing of reports
- 17 Assists in monitoring attendance, supervision and making follow-up calls

**Communication**

- 18 Maintain a positive and effective relationship with all program staff.
- 19 Effectively communicate with colleagues.

**Other**

- 20 Perform other duties assigned by supervisor
- 21 Maintain confidentiality of information
- 22 Keep abreast of changes and updates

**Supervisory Responsibilities**

None

**EQUIPMENT USED**

Copier, personal computer, typewriter, calculator, and audiovisual equipment.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

\*\*\*\*\*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_