

Job Title: AIDE, INSTRUCTIONAL (READING FACILITATOR)
Reports to: Principal and Teacher(s) Assigned
Dept./School: Assigned Campus
Wage/Hour Status: Non-exempt
Date Revised: Summer 2011

Primary Purpose

The reading facilitator-instructional aide shall work under the supervision of a certified teacher and shall assist the teacher in the preparation and management of classroom activities and administrative requirements.

QUALIFICATIONS

Education/Certification

A minimum of 60 college hours

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

Some experience working with children

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Support

1. Assist in upholding and enforcing school rules, and administrative regulations, and state and local board policy.
2. Assist teacher in preparing instructional materials and classroom displays.
3. Work with individual student or small groups to conduct instructional exercises assigned by the teacher.
4. Assist with administration and scoring of objective testing instruments or work assignments.
5. Keep the teacher informed of any special needs or problems of individual students.
6. Assist in supervising students throughout the school day, both inside and outside the classroom.
7. Assist in maintaining a neat and orderly classroom.
8. Assist the teacher in keeping administrative records and preparing required reports.
9. Participate in in-service training programs, faculty meetings, and special events, as needed.
10. Provide assistance to substitute teachers.

Student Management

- 11. Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
- 12. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
- 13. Keep teacher informed of special needs or problems of individual students.

Other

- 14. Participate in staff development training programs to improve job performance.
- 15. Participate in faculty meeting and special events as assigned.
- 16. Perform other duties assigned by supervisor.
- 17. Maintain confidentiality of information.

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.