

**Job Title:** AIDE, INSTRUCTIONAL  
**Reports to:** Principal and Teacher(s) Assigned  
**Dept./School:** Assigned Campus  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** March 21, 2016

### **Primary Purpose**

The 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**

### **General Duties**

1. Uphold and enforce school rules, administrative regulations, and state and local board policy.
2. Assist the teacher in preparing instructional materials and classroom displays.
3. Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
4. Assist with the administration and scoring of objective testing instruments or work assignments.
5. Assist in supervising students throughout the school day, both inside and outside the classroom.
6. Keep the teacher informed of any special needs or problems of individual students.
7. Assist in maintaining a neat and orderly classroom.
8. Assist in inventory, care and maintenance of equipment.
9. Assist the teacher in keeping administrative records and preparing required reports.
10. Participate in staff development training programs, faculty meetings, and special events, as needed.
11. Provide orientation and assistance to substitute teachers.
12. Participate in daily and long range lesson and classroom activity planning with teacher.
13. Assist with pre and post-test students as needed for placement and measurement of yearly student gain.
14. Assist in upholding and enforcing school rules and administrative regulation and state and local board policy.

- 15. Assist teachers in parent/teacher conferences and home visits as needed.
- 16. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus and playground duty.
- 17. Guide children in working and playing harmoniously with other children.
- 18. Provide escort and assistance to students or small groups to conduct instructional exercises assigned by teacher.

**Other**

- 19. Perform other duties assigned by supervisor.
- 20. 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.

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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:** \_\_\_\_\_