

Burrton USD 369

Title I / Instructional Aide Job Description

Purpose: The Title I / Instructional Aide assists the instructor in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the aide works closely with the staff and administration of the district.

Responsible to: Classroom Teacher/Principal/Superintendent

Payment rate: Salary and benefits as established by the Board of Education.

Qualifications:

1. High school diploma or equivalent. Associates degree or equivalent preferred.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Desire to continue career improvement by enhancing skills and job performance.

Essential Functions:

1. Ability to assist in developing the personal, social, and intellectual development of students.
2. Ability to assist in establishing a positive learning environment, and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to district guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to react to change and frequent interruptions in a productive and positive manner.
6. Ability to operate all classroom/library equipment and programs appropriately as required.
7. Ability to work to implement the vision of the District.

Physical Requirements/Environmental Conditions:

1. Requires stooping, bending, kneeling, reaching, and turning.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

General Responsibilities:

1. Assist in the instruction and supervision of students.
2. Assist student with remedial work.
3. Tutor students as directed.
4. Assist individual children in need of special attention.
5. Guide independent study, enrichment work, and remedial work set up by the teacher.
6. Set up audiovisual equipment.
7. Assist with supervision of students and follow school and classroom management procedures.
8. Assist with small group instruction.
9. Monitor student progress.
10. Assist in the assessment and testing process.

11. Assist with small group instruction.
12. Monitor student progress.
13. Prepare instructional materials and supplies for use.
14. Assist in the maintenance and inventory of materials.
15. Communicate and work effectively with students, teachers, and other staff.
16. Keep current on new information, innovative ideas and techniques.
17. Keep student information and records confidential.
18. Respond to information requests in a cooperative, courteous, and timely manner.
19. Perform other duties and assume other responsibilities as assigned by the Classroom Teacher or Administration.
20. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
21. Observe and follow all school district policies at all times.