

Job Description
Instructional Aide

Qualifications: High school diploma and good human relations skills.

Job Goal: To assist in providing a well-organized, smoothly functioning educational program.

Work Schedule: Varies according to assignment.

Reports To: Director of pupil services and principals.

Performance Responsibilities:

1. Assist teacher in:
 - a. maintaining classroom organization;
 - b. managing students' behavior and/or student personal needs;
 - c. preparing teaching materials;
 - d. reinforcing previously taught concepts as prescribed by teacher.
2. Adheres to district policies and departmental, building and classroom procedures.
3. Takes all necessary and reasonable precautions to protect students.
4. Maintains confidentiality of information about students.
5. Directs all questions or concerns about students to teacher, director or pupil services, or principal as appropriate.
6. Performs clerical responsibilities as assigned by the teacher, director of pupil services, or principal as appropriate.
7. Meets or escorts students at designated times.
8. Performs other appropriate duties as assigned by the teacher, director of pupil services, principal, or library media specialist.

Approved: February 4, 2002