

CLASSIFIED JOB DESCRIPTION

JOB TITLE: Instructional Aide
LEVEL: (on salary schedule)

REPORTS TO: Teacher & Administrator
EVALUATED BY: Administrator

Work day: Hours set by Administrator
Work schedule: Flexible
Annual number of work days: Assigned based on school needs
Personal days: 10
Paid holidays: 0
Qualifies for benefits: If work schedule includes 30+ hours

JOB DESCRIPTION:

The Instructional Aide works under the direction of the Classroom Teacher. They assist in creating an orderly, safe and pleasant atmosphere, in the classroom, playground and in other designated locations by supervising students during school hours in accordance with school policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures student safety.
- Assist students with classwork.
- Supervises students as assigned.
- Provides individual and group assistance.
- Organize class supplies.
- Work out “cues” with teacher for classroom interventions with students.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent; must pass the Instructional Assistant Proficiency Test if not in possession of a high school degree or a minimum of six-units of child development course work
- One-year experience working with elementary school age children (can be as a volunteer)
- Understanding of Waldorf education and willingness to apply Waldorf methods and creativity in working with students

Special Requirements:

Must successfully pass background check and meet physical requirements; must provide TB results every four (4) years.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Charter Council approval on: 07/18/2019

- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Organizational skills.
- Arithmetic skills.
- Waldorf methods and philosophy.

Skills in:

- Working with children.
- Using tact and discretion.
- Communicating clearly and effectively, both orally and in writing.
- Bilingual in English/Spanish is highly desirable.

Mental and Physical Abilities:

- Ability to communicate and work well with pupils, staff, and parents.
- Ability to maintain a positive attitude toward the needs and behaviors of children.
- Ability to exercise good judgment, use discretion, and maintain confidentiality.
- Ability to consistently arrive on-time and present a neat, clean appearance.
- Ability to give fair, firm, and consistent supervision of pupils per Student Behavior Standards policy.
- While performing the essential functions of this job the employee is regularly required to stand, sit, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, lift and/or move up to twenty (20) pounds, and speak and hear.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move in excess of twenty (20) pounds, with assistance if necessary.
- Assist with instructional activities in a classroom
- Learn the procedures, functions, and limitations of assigned Instructional Aide duties
- Understand and carry out oral and written directions
- Perform routine clerical duties.

Working Conditions:

- Work is performed in a normal school campus environment with some exposure to outdoor temperatures and weather, or dirt and dust.
- The incumbent's working conditions may be loud at times.
- Must be able to drive or travel as a passenger in a car, sometimes for hours, to attend field-trips, meetings, and/or training sessions which may include adverse weather conditions.
- Potential exposure to illness, head lice, infectious agents, disease, or bodily fluids.