

Position: Instructional Aide

Job Status: Grade 5, Step depending on experience and qualifications

I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work and maintain confidentiality of client/agency information as required by State and Federal laws, appropriate regulations, and professional practice standards.

II. Minimum Qualifications:

- Must have completed at least two years of study at an institution of higher education (defined as completion of 48 semester hours (or equivalent trimester hours) of college coursework or an applicable number of semester hours as defined by the institution of higher education attended whichever is less;
OR
- Have obtained an associate's (or higher) degree;
OR
- Have met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment –
 - Knowledge of, and the ability to assist in instructing, reading, writing, and mathematics
OR
 - Knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate

The above rules and regulations are set forth for paraprofessionals in No Child Left Behind

- Must be familiar with projectors, computer, tv/vcr, listening center, copy machine, laser printer
- Must be able to withstand moderate standing, stooping, bending, and lifting

III. Specific Responsibilities:

1. Assist individual students with classroom assignments
2. Assist with activities such as storytelling, music activities, games, playground supervision and serving meals
3. Assist in arrangement of furniture, supplies and materials for classroom activities and in systematic classroom housekeeping routines made necessary by center/classroom routines
4. Organizing and coordinating daily instructional tasks for each child
5. Tutoring small groups and working one-to-one with individual students
6. Assuming leadership of class in absence of teacher
7. Initiating and completing clerical duties such as organizing, filing, and copying materials
8. Operating and assuming responsibility for audio-visual and technology equipment in classroom
9. Creating materials for and preparing bulletin boards
10. Grading papers
11. Assisting in conducting daily health inspections
12. Assisting teacher in implementing individual educational and behavioral goals and objectives
13. Communicating and planning events that include parents
14. Interpreting from English to Spanish, if appropriate, for visitors, students, and parents/guardians
15. Attending appropriate team meetings
16. Other duties as assigned

Immediate Supervisor: Charter School Principal

Date of Approval _____