

## **INSTRUCTIONAL AIDE (CLASSROOM)**

<b>Reports to:</b>	Building Principal
<b>General Description:</b>	The function of this position is to monitor student activities as assigned by the building principal.
<b>Qualifications:</b>	County Substitute Teacher Certificate

### **Major Duties and Responsibilities:**

#### **1.0 CLASSROOM**

- 1.1 Assist the teacher with the planning of the educational programs for each child and other classroom activities.
- 1.2 Prepare instructional materials, supplies, and equipment.
- 1.3 Work with children under the direction of the teacher, in accordance with the lesson plan, needs of each child and IEP, where applicable.
- 1.4 Works independently with individual children or small groups of children while the teacher is involved with other children.
- 1.5 Keep appropriate records for the teacher.
- 1.6 Maintain the confidentiality of student records and related issues.
- 1.7 Encourage students to maintain approved standards of school behavior and reinforces classroom procedures and controls.
- 1.8 Monitor free play activities where applicable.
- 1.9 Escort children to classes and other locations in the building.
- 1.10 Remain with students in special area classes as determined by the teacher(s) and/or principal.
- 1.11 Provide classroom housekeeping where applicable.
- 1.12 Assist the teacher in displaying pupils' work in the classroom and in other locations.
- 1.13 Be responsible for the class during periods where teacher is not in the classroom.
- 1.14 Interact with professional, para-professional, support staff, pupils and parents in order to achieve positive results.

**2.0 MEDIA CENTER**

- 2.1 Assist library media specialist with the operation of the library media center program.
- 2.2 Prepare instructional materials, supplies, and equipment.
- 2.3 Supervise adult volunteers and student assistants.
- 2.4 Help students and staff locate and use media center resources (including use of computer technology, Internet, basic reference sources, and online catalog) when the media specialist is involved with others in the center.
- 2.5 Compile statistics, such as circulation and service information.
- 2.6 Circulate media center resources (including equipment) and generate overdue lists and reminders.
- 2.7 Encourage students to maintain approved standards of school behavior and reinforce media center procedures and controls.
- 2.8 Order, process, and withdraw materials following procedures established by the library media specialist.
- 2.9 Maintain an online catalog (add, edit, and delete records for materials and patrons).
- 2.10 Assume general secretarial responsibilities (word processing, database generation and updates, duplicate materials, assist with routine reports, answer telephone, handle mail, correspondence, and shipping of packages).
- 2.11 Provide media center housekeeping where applicable.
- 2.12 Maintain equipment, as needed (change toner, bulbs, clear jams, etc.).
- 2.13 Supervise facility during periods where library media specialist is not present.

**Personal Characteristics:**

- 2.0 Demonstrate concern and interest in students in a kind and positive manner.
- 2.1 Maintain health characteristics necessary to perform the duties required by the position.
- 2.2 Is punctual and reliable.
- 2.3 Display emotional stability, integrity and diplomacy.

2.4 Show care in personal appearance.

2.5 Reflect a positive attitude and cooperate with all school personnel.

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2.6 Respect and adhere to the code of confidentiality which the position requires.

2.7 Exact and thorough in completing work assignments.

**Term of Employment:** 10 months

**Evaluation:** Evaluated at least twice per year using the district evaluation form.

**Adopted:** June 24, 2002