



Job Description: Instructional Aide

Responsibilities

- Works with small groups of students to reinforce academic skills
- Assists with the pre and post-assessments of classroom children
- Maintains accurate records and reinforcement plans
- Maintains classroom routines and standards as established by the teacher
- Prepares instructional materials before and after class sessions
- Establishes and maintains standards of pupil behavior needed to provide a productive classroom environment
- Cooperates with other professional staff members in assessing and helping solve health, attitude, and learning problems
- Communicates with parents and other concerned individuals on pupil progress
- Supervises children during the meal periods to assist students with the serving and clean-up of the meal
- Encourages students to maintain proper dining etiquette and nutrition
- Supervises students during recess
- Assists with general maintenance, safety, and student movement
- Participates as a member of the school team

Qualifications

- High school diploma or GED required.
- A minimum of two years of successful experience working with children is preferred
- Knowledge of basic good nutrition habits is preferred
- Ability to work with minimum supervision
- Effective written and oral communication
- Genuine interest in children/youth
- Desire to serve the school and community
- Evidence of good health, vitality, and enthusiasm
- Good human relations skills