



## Mobile Elementary School District No. 86

### Job Description

**Position Title:** Instructional Aide

**Job Summary:**

To assist, support, and work closely with teachers, administrators, and other team members in providing educational support, personal assistance, and guidance for students.

**Qualifications:**

1. High School Diploma and two years of college/higher education (minimum)
2. Pass paraprofessional tests and other measurements, as required by state and/or federal regulations of district policy and procedures
3. Prior experience as an instructional aide or in teaching children and/or young people
4. Physical ability to move about the classroom with ease; bend, lift and carry (15 pounds), climb stairs
5. Aptitude for the work to be performed
6. High interest in children, their growth, development, and education
7. Desire to assist students with special needs in a learning environment
8. Emotional maturity and stability necessary for the specialized work involved
9. Such alternatives to the above qualifications as the superintendent finds appropriate and acceptable

**Performance Responsibilities:**

1. Works with individual students or small groups of students to practice and reinforce learning of the materials or skills initially introduced and outlined by certified staff
2. Assists as directed by the certified staff in devising and/or implementing special strategies for reinforcing learning materials and skills based on sympathetic understanding of individual students, their needs, interests, and abilities
3. Monitors work, correct papers, and supervises curriculum-based lessons, activities, testing and makeup work as assigned by certified staff
4. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular certified staff
5. Performs clerical, classroom maintenance, and instructional duties as assigned by the certified staff.



6. Alerts the certified staff to any problem or special information about an individual student
7. Performs assigned supervision of students during lunch periods, play periods, and on field trips
8. Performs assigned non-instructional classroom duties, such as snack time, toileting, and clothing routines
9. When requested, serves as a resource person to the Student Study Team or others identifying students' needs and in implementing IEPs or other programs
10. Demonstrates ethical behavior and confidentiality of information about students in school environment and community
11. Participates in in-service training programs as required and approved
12. Maintains a safe working environment and encourages colleagues to be safety minded in the performance of all school-related duties
13. Performs other such duties/assignments as directed by the certified staff
14. Assists as directed by certified staff in the effort to successfully maintain students with special needs in an integrated setting, as determined by the IEP, or other identified student needs
15. Effectively collects and maintains evidence of meeting "Arizona Professional Standards"
16. Performs other duties and tasks as requested and assigned

**Reports To:**

Superintendent or designee

**Terms of Employment:**

1. Classroom aide to work assigned hours on each of the 180 instructional days during the school year. Need for this position may cease if student enrollment changes.
2. Position constitutes an employee at will of the Board, with a work day and salary to be established by the Superintendent/Governing Board.
3. Fulfills the requirements of the Arizona Paraprofessional Standards.

**Evaluation:**

Performance of this job will be evaluated annually by the District Administrator/Superintendent or designee in accordance with provisions of the Governing Board's policy of evaluation of support and/or non-certified personnel.