



## **JOB DESCRIPTION**

### **Title I Kindergarten Instructional Aide - Elementary**

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The Title I Kindergarten Instructional Aide, under the general supervision of the Principal and the immediate direction of a certified teacher, assists the teacher in preparation and management of classroom activities and administrative requirements, and assists teachers with instruction and behavior management.

#### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Some classroom aide experience preferred or semester hours of college credit with emphasis on child growth and development

#### **ADDITIONAL REQUIREMENTS:**

- Skills testing will be required
- Must be eligible for state certification (required if hired)

#### **KNOWLEDGE / SKILLS / ABILITIES:**

- Ability to work well with children and to communicate effectively
- Ability to follow verbal and written instructions
- Ability to use personal computer
- Effective organizational skills

#### **DUTIES AND RESPONSIBILITIES:**

1. Assists classroom teachers with instruction for targeted students (Title I-Part B) students or all students (Title I-Part A).
2. Participants in professional development activities and/or meetings that impact early childhood education or are part of campus/district initiatives.
3. Works cooperatively with the teacher(s) in preparing classroom and instructional materials.
4. Assists the teacher(s) in evaluating student performance and data collection.
5. Assists in managing student behavior and facilitating activities that foster a positive climate.
6. Assists in family involvement activities and communication efforts.
7. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

#### **WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to read, communicate effectively (verbal and written); reason, compile, compute, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry lightweight (under 15 pounds), sit, stand, walk, climb stairs, kneel, crouch, and reach.

#### **SUPERVISORY RESPONSIBILITIES:**

None

#### **EQUIPMENT USED:**

Basic Office Equipment

**Paraprofessional Pay Grade: 3**

**Days: 185**

**Wage/Hour Status: Nonexempt**

**Updated: September 24, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*