



JOB DESCRIPTION
Classroom Instructional Aide

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The Classroom 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.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- An Associate's Degree or higher from an accredited college **OR** Two years (48 hours) of accredited college/university (NOT a technical school) study **OR** Demonstrate through a formal assessment the ability to assist in instruction **AND** knowledge of Reading, Writing, and Mathematics. (Applicants can contact JISD Human Resources Department at 945-5618 to inquire about taking the TABE Level A test for NCLB compliance). If you are an applicant or current employee, you **MUST** meet the above requirements **BEFORE** you can be considered for an instructional aide position on a Title campus. Proof of compliance must be on file with your application.
- Experience working with children preferred

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
- Ability to communicate effectively

DUTIES AND RESPONSIBILITIES:

1. Works with groups of students in the classroom to reinforce teacher instruction.
2. Assists teacher in preparing instructional materials and classroom displays.
3. Assists with administration and scoring of work assignments.
4. Assists in managing student behavior and activity to facilitate a positive climate.
5. Assists teacher in administering informal measures of student academic progress.
6. Assists teacher in providing student academic progress information to appropriate individuals.
7. Attends student academic intervention meetings when appropriate.
8. Helps maintain neat and orderly classroom.
9. Helps with inventory, care, and maintenance of equipment.
10. Provides orientation and assistance to substitute teachers.
11. 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 light weight (under 15 pounds), sit, stand, walk, climb stairs, kneel, crouch and reach.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier

Personal computer

Paraprofessional Pay Grade: 3

Salary Range: \$9.39 min./ \$11.74 mid./ \$14.09 max.

Days: 185

Wage/Hour Status: Nonexempt

Updated: September 11, 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.