



JOB DESCRIPTION

Title I Instructional Aide – High School

JOB DESCRIPTION:

The Title I 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
- No Child Left Behind compliance is required – Proof of compliance **must** be on file with your application/letter of interest & job match profile sheet
- 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 staff
- Ability to follow verbal and written instructions
- Ability to use personal computer
- Effective organizational skills

DUTIES AND RESPONSIBILITIES:

1. Works with certified Title I Teacher and campus administrators to create and maintain an orderly and highly structured classroom environment.
2. Works with individual or small groups of students to complete assignments given by classroom teachers and to accelerate those capable students up to grade level.
3. Works with Title I Coordinator.
4. Participates in Title I in-services and/or meetings.
5. Works cooperatively with the teacher in preparing the classroom and instructional materials.
6. Assists the teacher in evaluating student performance and data collection.
7. Assists in managing student behavior and activity to facilitate a positive climate.
8. The forgoing 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 communicate (verbally and written), understand verbal instructions, read, compile, instruct, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds). Moderate standing, stooping, bending and lifting.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment to include computer

Paraprofessional Pay Grade: 2

Days: 185

Wage/Hour Status: Nonexempt

Updated: May 16, 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.