

## **Position Description** **The Academy at Mingus Union**

**Position Job Title:** Instructional Aide

**Position Classification:** 10-month position, 18 hours per week, Monday, Tuesday, Thursday, Friday 8am-12pm, Wednesday 10am-12pm

**Position Supervisor:** The Academy Director/Principal

### **General Statement of Position's Purpose**

Energetic and motivated individual needed for instructional support in a self-contained classroom setting. Duties include assisting with student-centered structured programming; promoting student independence and achievement through vocational and transition skill coaching; assisting with implementation of behavior management techniques; and assisting with personal care skills. removing barriers to student success.

### **Qualifications:**

- Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:
- High School diploma or equivalent.
- Successful completion of college level coursework or passing of examination as required by the No Child Left Behind Act.
- Prior experience working with special needs children desirable.

FLSA Status: Non-exempt

### **Essential Job Functions**

- Assists and guides students to reinforce reading, language arts, mathematics, computer instruction, and other skills.
- Works with students individually and in small groups to reinforce basic learning and implement assigned programs.
- Assists professional staff in the administration and correction of classroom exercises, tests, and assessments.
- Assists in classroom preparations and strategies for reinforcing instructional materials and skills according to individual student needs.
- Assists with record-keeping procedures to document student learning and performance.
- Assists with classroom behavioral management to minimize disruptions, ensure a safe and orderly classroom, and ensure students are on task.
- Assists students in non-instructional areas, such as supervising the student lunch programs, bus duty, playground duty, corridor, study hall, and other related non-instructional areas.
- Accompanies students on field trips for the purpose of assisting with supervision.
- Constructs, copies and distribute and use educational materials as needed.
- Assists teacher with parent contact as requested to foster effective and participatory parent involvement in student education.

- Assists students with special needs in all aspects of classroom instruction to maximize inclusion, learning, achievement if IEP objectives, etc.

- ~~- Participates in IEP process and serves as resource for the student personnel evaluation team as needed.~~

- Assist students with physical or mental disabilities with activities of daily living for the purpose of maximizing their ability to participate in school or learning activities.

- Follows all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs.

Additional Duties:

- Assist guidance, pupil services staff, or building administration, as needed.

- Perform any other related duties as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

### **Knowledge, Skills, and Abilities**

- Ability to conduct instructions furnished in written or oral form.

- Ability to add, subtract, multiply, and divide, and perform arithmetic operations as needed to assist students.

- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel).

- Ability to work with a diverse group of individuals.

- Ability to maintain confidentiality of information regarding students, employees, and others.

- Ability to establish a supportive and compassionate relationship with students with special needs.

- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.

- Ability to report work orally or in writing to supervisor as required.

- Effective writing and verbal communication skills.

### **Physical and Mental Demands, Work Hazards**

- Works in standard office and school building environments.

- Ability to work outdoors during outdoor student activities.

Note: Also see the Summary of Physical, Sensory and Environmental Requirements Needed to Perform Essential Functions for this position.

- Prior experience working with special needs children desirable.

FLSA Status:            Non-exempt