

# SUMMER SCHOOL INSTRUCTIONAL AIDE

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**Reports To:** Site Facilitator

**Dept / Campus:** Assigned Campus and Level

**Pay Grade:** S-103

**Board Approval:** May 2011

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## PRIMARY PURPOSE / FUNCTION:

Assist the teacher in the preparation and management classroom activities and administrative requirements. Work under the supervision of a certified teacher.

## QUALIFICATIONS:

### **Education/Certification:**

High School Diploma or GED  
Paraprofessional certificate

### **Special Knowledge/Skills:**

Ability to work well with children  
Knowledge of general office equipment  
Ability to follow verbal and written instructions  
Patient and calm demeanor with students and others  
Basic academic skills

### **Experience:**

Some experience working with children in an instructional setting

## MAJOR RESPONSIBILITIES AND DUTIES:

1. Uphold and enforce school rules, administrative regulations, and state and local board policy.
2. Assist the teacher in preparing instructional materials and classroom displays and instructional activities.
3. Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
4. Assist with the administration and scoring of objective testing instruments or work assignments.
5. Assist in supervising students throughout the school day, both inside and outside the classroom, including lunchroom, bus duty, and playground.

## Summer School Instructional Aide, cont.

6. Keep the teacher informed of any special needs or problems of individual students.
7. Assist in maintaining a neat and orderly classroom.
8. Assist in inventory, care, and maintenance of equipment.
9. Assist the site facilitator in keeping administrative records and preparing required reports.
10. Participate in staff development training programs, faculty meetings, and special events, as needed.
11. Provide orientation and assistance to substitute teachers.
12. Assist teachers in the use of technology to enhance student learning.
13. Perform all other duties as assigned.

### EQUIPMENT USED:

Uses wheelchair lift, ramps, copier, typewriter, audiovisual equipment and computer.

### WORKING CONDITIONS:

#### Mental Demands:

Reading; ability to communicate effectively (verbal and written)

Maintain emotional control under stress

Maintain a clear focus on customer delight

Ability to manage others in a non-coercive manner

#### Physical Demands:

Frequent standing; stooping; bending; kneeling; pushing and pulling; regular heavy lifting of students.

Ability to lift and carry 50lb.

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date