

NON-CERTIFIED INSTRUCTIONAL AIDES **JOB DESCRIPTION**

Qualifications:

1. High school graduate.
2. Two or more years experience working with children and adults in a school setting.
3. Past participation in school events.
4. Special Education Aides require D.P.I. certification.
5. Working knowledge of school operations and procedures.
6. Appropriate and quality use, in writing and speaking, of the English language.
7. Ability to perform non-teaching classroom tasks.
8. Ability to word process and use suitable computer software applications.
9. Ability to operate a copier, laminator, and similar school machines.
10. Ability to establish and maintain positive and effective working relationships with students, teachers, co-workers, and the public.
11. Ability to understand and effectively carry-out verbal and/or written instructions from the teachers and the principal.
12. Ability to be emotionally stable in an emergency situation.

CERTIFIED INSTRUCTIONAL AIDE

Qualifications:

1. All of the aforementioned qualifications.
2. A four (4) year degree and D.P.I. certification in teaching.
3. Specialized coursework or working experience in an educational or related field (e.g. technology).

Reports to: School Principal

Job Goals:

To assist the teachers/principal in maintaining appropriate activities and environment to enable children to learn.

Performance Responsibilities:

1. Works under the direct guidance of the teachers and the principal.
2. May participate in daily and long range planning.
3. Assist students in completing classroom assignments.
4. Assists in preparing instructional materials for classrooms and school in general.
5. Supervises students in classrooms, playgrounds, cafeteria, hallways, and study halls; before school and after school bus supervision is possible as well.
6. Word processing and duplicating instructional materials.
7. Scoring of non-confidential tests and other teacher criterion referenced exercises.
8. Checking out of notebooks and correction of daily work.
9. Other duties as assigned by the school principal.

Conditions of Employment:

Hourly rate and benefits as determined in the Support Personnel Agreement with the Merton Community School Board of Education.

Adopted: June 28, 1999

