VILLAGE TECH SCHOOLS

JOB DESCRIPTION
Classroom Instructional Aide

Job Title: Classroom Instructional Aide

Wage/Hour Status: Non-Exempt

Reports to: Campus Director

Pay Grade:

Dept./School: Assigned Campus

Date Revised: July 19, 2017

Work Days: 187 (190 new)

Primary Purpose:

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.

Qualifications:

Education/Certification:
High School Diploma OR GED

Special Knowledge/Skills:
Ability to work well with children
Ability to communicate effectively
Follow verbal and written instructions

Experience:
Experience working with children preferred.

Major Responsibilities and Duties:

- Works with groups of students in the classroom to reinforce teacher instruction. May work independently.
- Assists teacher in preparing instructional materials and classroom displays.
- Assists with administration and scoring of work assignments.
- Assists in managing student behavior and activity to facilitate a positive climate.
- Assists teacher in administering informal measures of student academic progress.
- Assists teacher in providing student academic progress information to appropriate individuals.
- Attends student academic intervention meetings when appropriate.
- Helps maintain neat and orderly classroom.
- Compile, maintain, and file all physical and computerized reports, records, and other documents as required.
- Helps with inventory, care, and maintenance of equipment.
- Provides orientation and assistance to substitute teachers.

- 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.

Communication

- Establish and maintain communication with parents, students, teachers, and principals.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

- Participate in staff development activities to improve job-related skills as necessary and/ or possible.
- Keep informed of and comply with state, district, and school regulations and policies.
- Attend and participate in faculty meetings.

Other

Perform any other duties assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

Employment with Village Tech Schools shall be at-will unless a term of employment is expressly stated in a written contract. **At-will employment means that an employee may be terminated with or without cause, with or without prior notice, at any time, for any reason or for no reason. Similarly, employment with Village Tech Schools is voluntarily entered into, and employees are free to resign at any time, with or without cause or notice.**

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

Approved by _____ Date _____

Reviewed by _____ Date _____

Village Tech Schools 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.