

DELRAN TOWNSHIP SCHOOL DISTRICT

Instructional Aide

Reports to: Principal, Classroom Teacher

Qualifications:

1. High School diploma; college-level coursework in education or related field;
2. Minimum experience as determined by the Board;
3. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities;
4. Good oral and written communication skills;
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Supervises: Assists in the supervision of classroom activities under the direction and supervision of the certified classroom teacher, principal, or other designated certified personnel

Job Goal: To promote the achievement of students' educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher

Performance Responsibilities:

1. Assists the classroom teacher in the delivery of an effective instructional program.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
3. Operates and cares for equipment used in the classroom for instructional purposes.
4. Helps students master equipment or instructional materials assigned by teacher.
5. Distributes and collects workbooks, papers, and other materials for instruction.
6. Guides independent study, enrichment work, and remedial work assigned by the teacher.
7. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
8. Helps the teacher to plan and maintain bulletin board and other classroom learning displays.

9. Reads to students, listens to students read, and participates in other forms of oral communication with students.
10. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
11. Performs clerical duties related to the instructional program including attendance reports.
12. Helps very young students with their clothing, snack time routine, and toileting activities.
13. Participates in in-service training as assigned.
14. All other duties as assigned by your immediate Manager and/or Superintendent.

Communication with Parents:

1. Refer all parents' questions about a student's program or any educational/behavioral issues to the classroom teacher. (Parents are not to directly call aides for information. They should be told to address questions to the teacher.)
2. Aides may not make or receive phone calls from parents regarding school issues. No "private" communications with parents is to take place.
3. Aides are not to have discussions with parents about the child's program or activities, behaviors, etc. outside of school (or within school). Staff should be aware that any situation entered into with a parent/guardian that poses a potential conflict of interest (or a violation of school rules expressed here regarding communication) could result in staff disciplinary action.
4. In a rare instance where it is necessary for an aide to communicate with a parent about a school/educational/behavioral issue, this must be done in the presence of the teacher.
5. Aides are strongly discouraged from entering into "private" employee/employer relationships (e.g., babysitting and/or socializing with families of students receiving educational services) due to potential conflict of interest.
6. Should an aide (or parent/legal guardian) have a question regarding potential conflict of interest, and/or the communication procedures, the teacher or building administrator should be contacted.

Terms of Employment:

Salary and work year to be determined by the Board of Education.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.

APPROVED BY THE BOARD OF EDUCATION: May 07, 2012

