

Job Title: AIDE, INSTRUCTIONAL HEAD START/ PRE-K
Reports to: Principal and Teacher(s) Assigned
Dept./School: Assigned Campus
Wage/Hour Status: Non-exempt
Date Revised: August 20, 2018

Primary Purpose

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

QUALIFICATIONS

Education/Certification

A minimum of 60 college hours

Special Knowledge/Skills

Ability to work well with children

Ability to perform basic computer operations

Ability to operate basic office and education equipment

Good oral and written communication skills (English and Spanish)

Good organizational skills

Experience:

Some experience working with children, preferably special needs children

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Support

1. Assist in upholding and enforcing school rules and administrative regulations and state and local board policy.
2. Assist teacher in preparing instructional materials and classroom displays.
3. Keep the teacher informed of any special needs or problems of individual students.
4. Assist in maintaining neat and orderly classroom.
5. Assist teacher in keeping administrative records/individual student files and preparing required reports for program operation (Child Plus).
6. Participate in in-service training programs, faculty meetings, and special events as needed.
7. Provide orientation and assistance to substitute teachers.
8. Assist teachers in parent/teacher conferences and home visits as needed.
9. Participate in daily and long-range classroom lesson and activity planning.

Student Management

10. Conduct instructional exercises assigned by the teacher and work with individual students and small groups.
11. Help supervise students throughout school day, inside and outside classroom including all transition as well as lunchroom, bus, and playground duty.
12. Keep teacher informed of special needs or problems of individual students.
13. Guide children in learning, working and playing harmoniously with other children.
14. Provide escort and assistance to students as needed.
15. Work with individual students or small groups to conduct instructional exercises assigned by teacher.

Other

16. Perform other duties assigned by supervisor.
17. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Copier, personal computer, typewriter, Ellison machine, and audiovisual equipment

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

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.