

CLASSROOM AIDE

Mission (Purpose and Function): To assist classroom teachers in the instructional process, reinforcing instruction to individual or small groups of students in a classroom environment. Assist in the preparation of instructional materials and implementation of lesson plans and provide support. Assist students with academic and/or physical needs in order for students to access the educational environment.

Responsible to: Teachers to whom assigned and building administrators

Evaluated by: Head of School

Responsibilities

- Instructional Process:
 - Assist the classroom teacher in arranging the learning environment, including assembling and putting materials on bulletin boards and/or other classroom learning displays.
 - Under supervision of the certified teacher, prepare for classroom activities by distributing and collecting papers and other instructional materials for classroom instruction.
 - Assist students in completing classroom assignments, homework and projects. Assure student understanding of classroom rules and procedures and assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
 - Read to students, listen to students, read and observe students' reading abilities as assigned. Assist students with letter and word pronunciation and recognition. Assist students with math, spelling and writing exercises and assignments.
 - Assist assigned teacher with the implementation of lesson plans.
 - Tutor individual or small groups of students, reinforcing instruction as directed by the teacher. Confer with the teacher concerning lesson plans and materials to meet student needs and assist with the implementation of lesson plans.
- Classroom Management:
 - See all children as image bearers of God, and consequently treat them with respect, dignity, and love.
 - Perform a variety of clerical duties in support of classroom activities, such as preparing, typing, copying and filing instructional materials.
 - Operate and care for instructional equipment and materials as assigned by the teacher. This includes preparing the room for the activity, obtaining the required material and equipment, operation of the equipment and the return of all materials and equipment to storage.
 - Assist the certificated teacher with the supervision of students during non-instructional times, such as emergency drills, assemblies, lunch, restrooms, field trips, hallways, cocurricular classes, playground and bus loading/unloading activities.
 - Assist students with clothing, wash-up and toilet routines, as necessary.
 - Assist with lunch, snacks and other clean-up duties, as assigned.
 - Assure the health and safety of students by following established practices and procedures and maintain the learning environment in a safe, orderly and clean manner.
 - Observe and redirect behavior of students in the classroom according to approved procedures, monitor students during outdoor activities as directed, become familiar with student IEP goals and report progress regarding student performance and behavior to the supervising teacher.
 - Consistently and honestly communicate with the classroom teacher about what is going on in the classroom, and about any issues that might arise.
- Professional Responsibilities:
 - Share a love for children and teaching from a reformed Christian perspective.
 - Value teamwork and collaboration as they work with the classroom teacher.
 - Participate in training and professional development.
 - Follow the communicated policies and procedures of the school district.
 - Demonstrate professional responsibility and ethical behavior.
 - Demonstrate the ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions and perform duties and tasks at expected levels of professionalism.
 - Demonstrate ability to work independently with minimum supervision.
 - Demonstrate ability to use independent judgment and initiative to act without being asked.
 - Demonstrate effective and appropriate interpersonal relationships with students, educational staff, parents and staff.
 - Respect the confidentiality of information regarding students and be discreet in dealing with parents and educational personnel.
 - Perform all other duties as assigned by supervisor(s).

Work Period: Follows school calendar

Remuneration: Hourly (Schedule is created by administrator and classroom teacher)