



PALOMINAS SCHOOL DISTRICT #49

Position Description

JOB TITLE:	Highly Qualified Aide
DEPARTMENT:	School Site
REPORTS TO:	Teacher/Principal
FLSA STATUS:	Non-Exempt
SUPERVISORY DUTIES:	None
APPROVED ON:	12/06/11

SUMMARY: Supervises students in the classroom environment by assisting teachers, performing instructional duties, maintaining appropriate behaviors and ensuring safety.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Maintains knowledge of all school rules and regulations.
- Calls to the teacher's attention any problem relating to children and their instruction, protection and well-being.
- Attends aides' meetings as directed by the designated appointee.
- Advises or discusses the status of a child only with prior consent or knowledge by the principal and/or the Superintendent.
- Practices ethical self-conduct at all times.
- Under the direction of the teacher, performs assigned instructional duties.
- May correct homework and workbooks when assigned.
- Assists in drill work with word, phrase, and number flash cards.
- Assists in checking student's work.
- May assist students at varying grade levels with teacher assigned intervention materials.
- Provides individual help as needed.
- Helps students who have been absent catch up with the class.
- Gathers and arranges displays for teaching purposes.
- Prepares instructional materials to meet individual differences.
- Reinforces skills and oversees learning activities.
- May prepare instructional material cutouts, flash cards, charts, transparencies, etc.
- May supervise games, songs, and learning centers.
- Models good manners and sets a good example for the children.
- Assists the teacher with such non-instructional duties as lunchroom, rest room, hall recess, field trips, parties, and special programs.
- May assist in setting up and operating technological equipment.
- Puts up and takes down bulletin boards, instructional charts, and student's work.
- Helps to prepare and direct learning centers for daily activities.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Ability to use and be able to demonstrate the use of common and specialized equipment and materials related to teaching children.
- Ability to effectively present information and respond to questions from students.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to establish priority ordering of tasks necessary to complete tasks and convey these understandings and priorities to others.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to cope with job stress while exhibiting patience and tact when dealing with others.
- Perform all duties in accordance with Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.
- Produce accurate work and complete assignments with minimal supervision.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School Diploma or G.E.D.
- Associates Degree, 60 college credits, or passing score on Paraprofessional Test.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms and grasp. The employee is frequently required to sit, stand, walk, bend and stoop. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

WORK ENVIRONMENT:

School environment. This position regularly works indoors and outdoors in all weather conditions. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with students, employees and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.