

Instructional Aide/Para educator

35 Hours/Week, School Calendar

Compensation: \$9.00/Hour, plus **single health insurance**

Please Submit:

Cover Letter, Resume, and District Classified Application

By emailed PDF or Mail

To:

Jim Howard, Superintendent

PO Box 1004

Bonner, MT 59823

jhoward@bonner.k12.mt.us

(406) 258-6151

Deadline: Open Until Filled

Bonner School District is an EEO Employer

Posted 7/28/2016

BONNER ELEMENTARY SCHOOL
P.O. BOX 1004
BONNER, MT 59823-1004
(406)258-6151

PROFESSIONAL TITLE: Instructional Aide
(approved 2/9/94)

QUALIFICATIONS:

1. Able to read and write standard English language.
2. Able to communicate effectively with children and adults.
3. Ability to work effectively with adults and children.

REPORTS TO:

Assigned Teacher, Principal or other person designated by the Superintendent.

JOB GOAL:

To assist the teacher(s) achieve learning objectives by working with individual students or small groups; helps in maintaining student order and discipline.

NOTE: If individual performs duty as playground/recess aide, performance responsibilities of that position become a part of this job description.

PERFORMANCE RESPONSIBILITIES:

1. Works with individual students, small or large groups of students to reinforce learning of instructional objectives presented by the teacher.
2. Administers, scores, and records such achievement and diagnostic information as the teacher recommends for individual students.
3. Assists the teacher in devising special strategies for reinforcing instructional material or skills based upon a sympathetic understanding of the individual student's needs, interests, and abilities.
4. Distributes and collects workbooks, worksheets, and other materials for instruction.
5. Copies instructional materials as assigned.
6. Assists with the supervision of students during instruction, emergency drills, movement to specialist classes, assemblies, recess and field trips.
7. May be assigned recess playground and lunchroom supervisory duties.
8. Operates and cares for equipment used in the classroom; restocks classroom supplies as needed.
9. Keeps bulletins boards and classroom learning displays up to date.

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JOB DESCRIPTION: Instructional Aide (cont.)

10. Reads to, listens to students read, and participates in other forms of communication with students.
11. Checks notebooks, corrects papers, supervises testing and make-up work as assigned by the teacher.
12. Helps students with clothing as appropriate.
13. Assists with clean-up of classroom as requested by the teacher.
14. Assists students with wash-up and toilet routines.
15. Alerts the teacher to any problem or special information about an individual student.
16. Serves as a source of information and help to any substitute teacher assigned in the absence of the regular teacher.
17. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers.
18. Participates in inservice training and conferences with parents, as assigned.
19. Performs other duties as may be assigned by the assigned teacher, the principal, or the Superintendent.

TERMS OF EMPLOYMENT:

1. Salary as established by the Board.
2. Work day and year as established by the Board.

EVALUATION:

In accordance with Board Policy.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND
AGREED TO BY: _____ **DATE:** _____