

# ALLEGHENY-CLARION VALLEY SCHOOL DISTRICT

## Job Description

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Position Title: **Instructional Aide**

Department: Allegheny-Clarion Valley School District

Reports To: Administration

Prepared By: Dr. Melissa Douglas

Date: February 18, 2019

Approved By: Allegheny-Clarion Valley School Board

Date: February 18, 2019

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**SUMMARY:** The Instructional Aide serves as part of the school's instructional team. The Instructional Aide serves as support to the Reading Specialists and classrooms as needed. All district Instructional Aides in the A-C Valley School District are also responsible to support the building Principal and/or the Principal's designee for a percentage of the school day determined by the Federal Programs Coordinator at the beginning of each year.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Schoolwide Title I duties (other duties may be assigned)*

- Listening to students read and/or tell a story
- Reading stories aloud to individual children or small groups.
- Helping student(s) select books from the class or school library
- Helping the student follow directions as (s)he does an assignment.
- Assisting students in locating material for an extra assignment
- Helping children look up information.
- Playing reading games with individuals or small groups.
- Supervising work areas and community activities in reading.
- Helping to administer assessments under the direction of the Reading Specialists.
- Supervising the use of computers and computer aided instructional materials.
- Maintaining student records and assessment data
- Supervising seat work or make-up assignments in reading.
- Monitoring remedial drill work in reading/math.
- Showing children how to distribute and collect materials.
- Keeping records of independent reading and math progress.
- Maintaining an inventory of all Title I supplies
- Contacting parents for parent-teacher conferences
- Assisting Reading Specialists as needed during daily lessons.
- Participate in staff professional development as required by the Federal Programs Coordinator
- Complete and submit 20 hours of continuing education each year
- Perform other duties as assigned by administration

*District Duties (other duties may be assigned)*

- Lunch Duty

- Cooperate with the Administration to complete other assigned tasks in emergencies or as needed.
- Monitor arrival/dismissal of students
- Perform other duties as assigned by administration

*QUALIFICATIONS REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND EXPERIENCE:**

1. An associate's degree (or higher) OR completion of at least two years of study at an institution of higher learning.
2. Experience working in an instructional environment
3. Experience or education in the areas of child development.
4. Background to include activities that involve students and an interest in working with school age children.
5. Demonstrate knowledge of Microsoft Word, e-mail or other similar programs.

**LANGUAGE SKILLS:** Ability to read, analyze, compile and interpret educational assessment data for individual students, small groups, grade level teachers.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:** Ability to communicate effectively communicate with teachers and supervisors. Ability to work well with children and assist in instructing reading and writing.

**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 this 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 regularly required to sit, walk and stand. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is occasionally quiet to moderate. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well-being of students.

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