

TROY AREA SCHOOL DISTRICT

TITLE: Instructional Aide **DATE:** September 20, 2011
REPORTS TO: Building Principal **APPROVED BY:** TASD School Board
JOB SUMMARY: Directly responsible to the assigned instructional team in conjunction with the building principal for supervision and evaluation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Preparation of classroom materials.
2. Assist the team in achieving instructional objectives by working with individual students or small groups.
3. Work with individual students or small groups to reinforce planned objectives or skills development.
4. Assist the teacher in providing special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests and abilities.
5. Assist with independent study, enrichment work, and remedial work planned for by the teacher.
6. Assist with the supervision of students during emergency drills, recess, bus duty and breakfast duty.
7. Maintain the same level of ethical behavior and confidentiality of information about students as expected of professional educators.
8. Participate with in-service training programs as assigned.
9. Report to the co-teaching team if any parent expresses concern about the student and his/her program. The team and/or building administrator should handle these situations.
10. Report to the co-teaching team any unusual problems.
11. Perform other tasks as assigned by the principal or assistant building principal.

QUALIFICATIONS: Associates Degree required
Prior experience working with children preferred
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
Submission of Federal Criminal History Record in accordance with Act 114 of 2006

Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL DEMANDS: Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Some stooping, bending and twisting of the body
Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday

SENSORY ABILITIES: Visual acuity
Auditory acuity

WORK ENVIRONMENT: Typical office environment
Subject to inside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills
Must be able to work in an environment with frequent interruptions
Able to make judgments and work under a high level of stress

COGNITIVE ABILITY: Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment

SPECIFIC SKILLS: Must possess computer skills
Ability to operate various office equipment
Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)