

Job Description

Department: Student Services

Job Title: Alternative Education Instructional Aide

Qualifications: Education Level: Associate Degree or higher in related field

Experience Desired: Previous experience in an educational setting.

Other Requirements: Ability to work well with children. Ability to communicate effectively. CPR/First Aid and NVCIT Training. Computer experience. Maintain positive attitude and support of student needs. Current and valid Driver's License.

Reports to: Administrator and Assigned Teacher

Job Goals: The Alternative Education Instructional Aide assists the students in the classroom with all instructional materials and helps the students with needs outside of the classroom but related to achieving needed skills and requirements for succeeding in school.

Essential Job Functions/Responsibilities:

1. Assists with all functions related to the daily routines and procedures and assures that all matters related to the daily operation of the program are performed.
2. Works in classrooms with students who are at-risk of not graduating, or a history of discipline problems in the general education setting, or are in a juvenile justice facility.
3. Advises students regarding issues specific to their behaviors and provides strategies that can be employed the next time a similar situation occurs.
4. Uses the behavioral management system in place to redirect students and/or correct inappropriate behavior.
5. Have ability to relate to and work with all students, including those with disabilities.
6. Hold and maintains valid driver's license with no serious violations.
7. Have integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
9. Teach and prepare students/mentors to be successful utilizing academic classroom software and other teaching tools.
10. Effectively manage and secure an orderly classroom under the direction of the classroom teacher.
11. Performs support duties for teachers as directed or needed.
12. Provides assistance to the classroom teacher in any/all duties that promote academic and social success of all students.
13. Maintains accurate student records as designated by classroom teacher.
14. Conducts instructional exercises assigned by teacher; works with individual students or small groups (i.e., reading tests, highlighting texts, note taking assistance, reinforcing concepts).
15. Supervises students throughout the school day, inside and outside the classroom.
16. Keep administrator and classroom teacher informed of special needs or problems of individual students.
17. Provides for the care and protection of school property.
18. Participates in staff development training programs to improve job performance.
19. Participates in faculty meetings and special events as assigned.

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20. Complies with district policies and procedures, as well as state and federal laws and regulations.
21. Maintains confidentiality in the conduct of district business.
22. Able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned.
23. Demonstrates regular and prompt attendance.
24. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
25. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.
26. Performs other duties as assigned by the Administrator of the Alternative Education Program.

Terms of Employment: The term of employment shall be July 1 to June 30 of each year.

Evaluation: Performance shall be evaluated annually by the Administrator of the Alternative Education Program.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name