Thomas MacLaren School
JOB DESCRIPTION

This document was last reviewed on May 19, 2018

Job Title: Instructional Aide

Reports To: Director of Special Services

Supervisory:
____ EMPLOYEES ____CONTRACT WKRS

Eligible for Overtime: Yes (yes or no)
If no: _____PROFESSIONAL _____EXECUTIVE
_____ADMINISTRATIVE _____OTHER

Pay Type: ____ SALARIED
__X__ HOURLY

General Purpose: To assist classroom teachers through the oversight of student organization as well as to provide academic and behavioral support.

Essential Duties and Responsibilities:

- Assist faculty members in the classroom setting and outside the classroom setting, working with students who need academic or behavioral support.
- Assist the Special Education Director in implementing student plans (IEPs, 504s)
- Assist students in material and locker organization for academic success
- Any other duties as assigned

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities of this job. It is intended only to be an accurate reflection of the principal job elements.

Minimum Requirements:

Education: High School degree; Associates Degree from an accredited college or university preferred

Other knowledge, skills, and abilities:

- Exceptionally well-organized
- Creative in assisting students with organization
- Exhibits patience and kindness towards students
- Clear and regular communication with faculty members and Head of School
- Love of educating children
- Ability to impart a love of learning to young people.
- Ability to administer oral examinations
- Ability to communicate effectively, both verbally and in writing, with both young people and adults.
- Demonstrated ability to work in a collaborative environment.
- Commitment to a diverse population of students and to closing the achievement gap.

Physical Requirements of this position include:

WORKING ENVIRONMENT:	**SELDOM**	**OCCASIONAL**	**FREQUENT**
EXTREME COLD OR HEAT	x		
HEIGHTS	x		
NOISE	x		
DRIVING			x
WALKING/Uneven Surfaces			x
WORKING ALONE		x	
WORK WITH OTHERS			x
MOVING HEAVY ITEMS:	**SELDOM**	**OCCASIONAL**	**FREQUENT**
LIFTING/LOWERING	Over 30 lb	Over 20 lb	0-20 lb.
LIFTING OVER SHOULDER	Over 30 lb	Over 20 lb	0-20 lb.
REACHING OVER SHLDER	Over 30 lb	Over 20 lb	0-20 lb.
CARRYING	Over 30 lb	Over 20 lb	0-20 lb.
PUSHING/PULLING	Over 30 lb	Over 20 lb	0-20 lb.
PULLING	Over 30 lb	Over 20 lb	0-20 lb.

	SELDOM	**OCCASIONAL**	**FREQUENT**
VISUAL ACUITY: Near/Far			x
HEARING			x
SPEECH			x
EYE/HAND COORDIN.	x		
TRAVEL:			
Local			x
National		x	
OPERATING MACHINERY:			
COMPUTER			x
COPIER			x
MOUSE			x
TELEPHONE			x
OTHER (please list)			

I have read this job description and understand that it may change at the Head of School's discretion. I meet the required qualifications for this position and can perform the essential functions, with or without reasonable accommodation.

Employee's Signature

Date