



Position Description

Title: Instructional Aide		
FLSA Class: Non-Exempt	EEO Category: Professionals	WC Class: 8861
Job Title #070011	Salary Grade:	Purchase authority:0
Date Approved: 11/16/2020		
Revision Date:	Job Class: Education	
Revision	Licensure:	

Purpose of Position

The Instructional Aide supports student progress by reinforcing concepts and skills the teacher previously taught. This includes both academics and social/emotional well-being. The Instructional Aide assists with data collection, supervision, and any other needs of the instructional staff. This position reports to the Director of Special Education.

Major Duties (*Essential Element)

- Support student progress by reinforcing concepts and skills the teacher previously taught in small groups or individually *
- Collect data, monitor progress, and share results *
- Supervise students *
- Assist with planning for instructional goals *
- Provide additional support as needed to instructional staff
- Other duties as assigned for the betterment of Great Circle

Competencies

- Judgment – ability to make thoughtful decisions in a timely and confident manner
- Execution & Results – ability to adapt to change, effectively cope with the unexpected, systematically problem solve, follow-through and ensure accuracy
- Customer Focus – properly interacts with others, the ability to work independently or with a team, ethically minded

- Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner

Required Education and Experience

- 60 hours of college credit or Paraprofessional Certificate

Preferred Education and Experience

- Bachelor's degree
- Substitute Certificate
- Experience working in a school setting
- Ability to work with a variety of individuals including students, staff, and other stakeholders
- Experience working with children and families in a trauma informed environment

Qualifications

- Possess a current, valid MO class E driver's license and meet the Great Circle requirements for driver's insurance
- CPR/First Aid
- Strong communication, interpersonal, and computer skills.
- Demonstrated ability to read, write, speak, and understand the English language proficiently.
- Ability to maintain absolute confidentiality in all transactions and communications.

Working Conditions

School environment. Working environment generally favorable. Lighting and temperature adequate and there are no hazardous or unpleasant conditions caused by noise, dust, etc.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____

Employee signature: _____ Date: _____