

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

Instructional Aide

CLASSIFICATION:

Administrator:

GEEA

ESP:

X AFSCME

 EXEMPT

DEPARTMENT:

Teaching, Learning, Accountability

REPORTS TO:

- Classroom Teacher
- Building Principal

GENERAL RESPONSIBILITIES

- The Instructional Aide works under the direct supervision of the classroom teacher and assists the classroom teacher in any and all learning activities related to student class work.

ESSENTIAL JOB FUNCTIONS

- Assists the classroom teacher, under their supervision, with the instruction and supervision of the students throughout the course of the student day and providing students with assistance in laboratories, washrooms, playgrounds, gymnasiums, lunchrooms, libraries, on field trips, and all other educational settings as determined by the classroom teacher.
- Provides reinforcement to individual or groups of students of direct material initially taught by the classroom teacher.
- Responsible for guiding any independent study, enrichment work, and remedial work set up by the classroom teacher
- Administers, scores and records achievement and diagnostic tests recommended by the classroom teacher.
- When required, operates and cares for classroom equipment for instructional purposes.
- Assists in providing a well organized, smooth functioning class environment where students can take full advantage of the instructional program and available resources.
- Upon request, serves as a resource person to internally report student progress
- When required, maintains various classroom bulletin boards, classroom displays, etc.
- Interfaces with all levels within the school.

KNOWLEDGE AND SKILLS

- Position requires knowledge of classroom environment and school curriculum.
- Must have oral and written communication skills and basic computer skills.
- Requires an understanding of confidentiality.
- Requires strong interpersonal and organizational skills.

EDUCATION AND CREDENTIALING

- High school diploma or equivalent required.
- Must hold a valid Illinois State Aide Certificate.

EVALUATION

- Building Principal or Assistant Principal evaluates annually in conjunction with classroom teacher.

DIRECT REPORTS TO THIS POSITION

- Not applicable.

WORK YEAR

- 10 month

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.				X
Pushing/pulling carts, dollies, etc.			X	
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).			X	
Driving a car, van or truck on public roads or highways.		X		
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.			X	
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.	X			
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature