

February 21, 2019

TITLE: Instructional Aide

- QUALIFICATIONS:
1. Complete at least 2 years of study (equal to 60 semester hours)/or
  2. Associate's Degree (or higher) / or
  3. ETS paraprofessional assessment (pass with a 460)/or.
  4. Pass Basic Skills MTTC test.
  5. SAT (Evidence Based Reading 480, Math 530)
  6. Such additional requirements as the Board may require.
  7. Deals with people tactfully, courteously, and with discretion.
  8. Positive rapport with students, teachers, administrators, and parents.
  9. Ability to take direction.
  10. Reliable, patient, cheerful, appropriately groomed, loyal, good health, able to follow instructions, and a willing worker, dependable and responsible.
  11. Must have general knowledge of universal precautions (i.e. blood borne pathogens.)
  12. Must meet all federal, state and district requirements for employment.
  13. Must have no record of child abuse or neglect and have never been convicted of any offense other than a minor traffic violation.

NOTE: The receipt of a secondary school diploma (or its recognized equivalent) shall be necessary but not sufficient to satisfy the requirement.

*Each local educational agency receiving assistance under Title I funds shall ensure that all paraprofessionals hired after the date of enactment ESSA and working in an instructional program need the above qualifications.*

REPORTS TO: Title I/District Curriculum Leader, Educational Staff, and Building Principal

JOB GOAL: To assist students to gain the knowledge, skills and confidence to be successful.

PERFORMANCE RESPONSIBILITIES:

Will assist in:

1. Works with assigned students and staff using materials and methods supported by the school district.
2. Maintains records, as directed by district.
3. When students are not available for instruction, work will be done on the organization, preparation and distribution of materials for student use for program needs.
4. Attends district inservice and seminars outside of the district as arranged by the director.
5. Keeps the work area neat and attractive for a motivating

February 21, 2019

- learning environment at all times.
6. Maintains a positive attitude with all staff members and works daily for the betterment of the program.
  7. Responsible for communicating with teachers regarding the progress of assigned students.
  8. Prepares requested materials used for local and state reports on time.
  9. Provide safe and comfortable conditions for pupils.
  10. To be at assigned work site at stated starting times, ready to perform assigned duty.
  11. To attend training sessions as required.
  12. To keep all student, parent and staff information confidential.
  13. To have a positive attitude in working with students, parents, staff and community members.
  14. Other duties that may arise or be requested such as recess, lunch duty, bus duty, and other duties as needed.

**TERMS OF EMPLOYMENT:**

Work days of student instruction according to master contract. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District as noted per Board Policy.

**EVALUATION:**

Performance of this job and program will be evaluated annually.

**Please Submit Resumes To:**

*Standish-Sterling Community School District  
Arnae Stokoszynski  
3789 Wyatt Road  
Standish, Michigan 48658  
989-846-3675  
astokoszynski@standish-sterling.org*