

Wachusett Regional School District

AIDE

JOB DESCRIPTION

TITLE:

Instructional Aide

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Bachelors or associates degree, two years of college, or passed state assessment required as to ability to assist in the instruction of math, reading, and writing, preferred.
3. Experience working with school age children

REPORTS TO:

The Building Principal or designee, under the direction of the teacher.

SALARY:

Truck Drivers Local 170, Level II
(Truck Drivers Local 170, Level III for High School Aides only)

PERFORMANCE EVALUATION:

The Instructional Aide shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

Truck Drivers Local #170

JOB RESPONSIBILITIES:

The Instructional Aide is to perform simple clerical tasks proficiently, be able to communicate effectively with students and staff, and be able to maintain discipline in all school settings. He/she shall be punctual in all assignments, observe all District policies appropriate to this position, and accept the responsibility of assigned tasks.

In carrying out these responsibilities, the Instructional Aide shall:

1. Assist the teacher in preparing the room for school;
2. Help prepare and distribute lesson materials;
3. Instruct students as assigned;
4. Assist the teacher in keeping the classroom neat and orderly;
5. Assist the teacher in arranging bulletin boards, class displays, learning center materials, parent notices, etc.;
6. Assist the teacher with non-instructional classroom duties such as snack, wash-up, toilet, and clothing routines;
7. Assist with student records when requested;
8. Assist in storing materials and getting classroom ready for closing of school; and
9. Any such other related duties as may be assigned by the building principal or designee.

EVALUATION:

Annual evaluation to be performed by principal or designee.

Updated 12/04/02

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 12/04/02