

POSITION AVAILABLE

Valparaiso Community Schools
Valparaiso IN 46385

TITLE: **Instructional Aide**

QUALIFICATIONS: Valid Indiana Teaching Certificate, Two Years of College Credits, or has passed the PRAXIS Test.

REPORTS TO: Classroom Teacher / Building Principal

JOB GOAL: To assist the classroom teacher achieve teaching objectives by working with individual students or small groups to help them achieve the skill level of the class a whole.

PERFORMANCE RESPONSIBILITIES:

1. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the classroom teacher.
2. Assists the classroom teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. Guides independent study, and remedial work set up and assigned by the teacher.
4. Assists with the supervision of student during emergency drills, assemblies and field trips.
5. Assists students in assignments and other classroom activities.
6. Operates and cares for equipment used in the classroom for instructional purposes.
7. Reads to students, listens to students read, and participates in other forms of oral communication with students.
8. Assists students in the library or media center.
9. Alerts the regular teacher to any problem or special information about an

individual student.

10. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected.
11. Supervise ISS students, as needed.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, and other employees of the district.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS & ABILITIES:

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to push items of 50 pounds such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

To Apply:

- Submit all application materials via AppliTrack at <http://www.applitrack.com/valpo/onlineapp/>