

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_



**Job Title:** Instructional Aide

**Reports To:** Elementary Principal

**Supervises:** Students

**Nature and Scope of Job:**

Possess an understanding of and commitment to Christian education. The primary responsibility is to assist the classroom teacher in the area of small group instructions for enrichment and/or remediation. The board may add other qualifications as deemed appropriate.

**Contracted by:** School Board upon the recommendation of the Head of School for one year.

**Personal Qualifications:**

The Instructional Aide shall:

1. Be a born-again Christian who will adhere to Lehigh Christian Academy's Statement of Faith and Code of Conduct and regularly attends a Bible-believing church.
2. Have earned a minimum of an Associate's Degree preferably in education.
3. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
4. Have the spiritual maturity, academic ability, and leadership qualities to assist in training "up a child in the way he should go."
5. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
6. Meet everyday stress with emotional stability, objectivity, and optimism.
7. Maintain a personal appearance that is a Christian role model of cleanliness and modesty.
8. Respectfully submit and be loyal to constituted authority.
9. Use acceptable English in written and oral communication. Speak with a clear articulation.
10. Refuse to use or circulate confidential information inappropriately.
11. Place his/her ministry above other jobs and volunteer activities.
12. Make an effort to appreciate and understand the uniqueness of the community that LCA serves.

13. Notify the board of any policy he/she is unable to support.

**Employment Terms:**

The Instructional Aide shall be employed under the following terms.

1. Work year of the academic school year, 5 days per week with the exception of school holidays.
2. Salary, benefits, and sick time are specified in the Staff Handbook.
3. Attend staff meetings that are relevant to their positions and/or the needs of the school.
4. Attend all school events listed in the staff handbook and/or directed by the administration and the Board.
5. Be present the number of days listed in his/her contract.
6. Be present 8:15 AM - 3:30 PM during the academic year unless otherwise directed by the administration.

**Essential Functions:**

The Instructional Aide shall:

1. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
2. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
3. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
4. Seek the counsel of the administration, colleagues, and parents while maintaining a teachable attitude.
5. Carry on a program of professional development that deals with his/her area of specific responsibility and/or supports and enhances the mission of the school.
6. Knows the procedures for dealing with issues of an emergency nature.
7. Support and carry out the directions of the teacher he/she is assisting at any particular time.
8. Be responsible for students during outside breaks/recess times.
9. Maintain a safe environment for the students.
10. Work with individual and/or small groups of students within the classroom to remediate and/or enrich.
11. Cover inside recess duty by making sure that the teachers are given time outside of their classrooms.
12. Dismiss students as assigned by the administration.
13. Leave adequate information which should include a schedule of assigned duties and times for a substitute aide, if needed.
14. Support the broader program of the school by attending extra-curricular activities when possible.

15. Utilize educational opportunities and evaluation processes for professional growth.
16. Perform any other school-related duties that may be assigned by the administration.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job, the instructional aide shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Ability to lift up to 25 lbs.
4. Speak and hear.
5. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
6. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air-conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in the workplace that is usually moderately quiet but can be noisy at times.

### **Miscellaneous Job-Related Demands:**

Unless reasonable accommodations can be made, while performing this job, the instructional aide must be able to:

1. Gather students together in the parking lot into a cohesive unit and be able to move the students from an area on the parking lot and into the building.

2. Negotiate stairs to reach the upper-level classrooms and gymnasium and downstairs classrooms, library, and lunchroom.
3. Accompany students in the hallways or in other places in the building as they move from one location to another.
4. Actively supervise students within the classroom, gymnasium, chapel, lunchroom, etc.
5. Actively supervises outside in the play area.
6. Can summon help when an emergency arises either in the classroom, gymnasium or on the playground.
7. Can apply minimal first aid to students who may be injured while in the classroom, gymnasium, or on the playground.

**Evaluation:**

The Elementary Principal shall evaluate the Instructional Aide yearly in accordance with policy and regulation.

We have discussed the above job description and have agreed to the terms. The employee agrees to fulfill said job description to the best of his/her ability.

\_\_\_\_\_  
Elementary Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructional Aide's Signature

\_\_\_\_\_  
Date