

Shaw Island School District 10

Shaw Island, Washington

Position: Classroom Aide

Classroom Aide Qualifications, Requirements, and Job Description

Job Summary:

This position works under the direction of a certificated teacher or other staff member and may include both instructional and non-instructional activities. The position may work individually or in small groups with students, perform clerical duties, maintain library materials, and oversee library activities. The position may include monitoring students in the lunchroom and/or on the playground.

Essential Functions:

The main function of this position is to assist Shaw School teacher(s). Depending upon individual assignment, the classroom aid performs one or more of the following duties as directed by the teacher:

Instructional

- Works with students individually or in small groups in a variety of learning activities as directed by the teacher; promotes student understanding of material presented. Uses programmed teaching guides as instructed. Supports students in community-based learning activities.
- Assists teacher or staff in record keeping and in maintaining student progress records.
- Assists student(s) in achieving IEP or other individual goals.
- Monitors student behavior; administers discipline as authorized; implements behavior plans in school and in school related activities. Acts as a role model to demonstrate appropriate behavior.
- Uses a computer and software programs for student instruction; demonstrates proper use to students.
- Provides positive reinforcement and feedback: communicates with teachers and parents concerning student progress in attaining goals.
- Performs tasks as requested by teacher.

Clerical

- Types, duplicates, collates and distributes classroom or library materials and projects. Creates posters and charts; operates laminating equipment. Assists in maintaining physical appearance of the classroom or library.

Library

- Maintains library materials and oversees library activities.
- Orders materials and maintains program supplies.

Supervision

- Provides supervision of students, monitors behavior and mediates disputes; maintains order, ensures that students follow rules and regulations, and determines and carries out appropriate action as required.
- Supervises safe use of playground equipment and alerts staff members concerning unsafe playground conditions.
- Assists in lunchroom by helping students and monitoring behavior; cleans spills and wipes tables before and after lunch.
- Reports accidents and incidents; completes incident forms.

Other Functions

- Responds to minor first aid needs in consultation with teacher.
- Assists student(s) with 505 Plans and/or Individual Health Plans.
- Performs duties as assigned consistent with the intent and scope of the position.

Reporting Relationships

- Reports to and receives direction from teaching staff.
- Keeps a daily log.

Working Conditions

- Experiences frequent interruptions; clerical work requires dexterity and precision. Occasionally required to work outdoors in inclement weather and to deal with angry or distraught students. Exposed to infectious diseases.

Minimum Qualifications:

- Be at least 18 years of age and hold a high school diploma or equivalent
- Meet one of the following:
 - Have received a passing grade on the education testing service paraeducator assessment
 - Hold an associate of arts degree.
 - Have earned 72 quarter credits or 48 semester credits at an institution of higher education.
 - Have completed a registered apprenticeship program.
- Hold a General Paraeducator Certificate OR have the ability to complete the Fundamental Course of Study.

Preferred Qualifications:

- Experience working with school-age children.
- Ability to deal with children in a positive and confident manner.
- Ability to be fair and consistent when working with children.
- Knowledge of basic subject areas, such as spelling, writing, reading, and arithmetic.
- Effective oral and written communication skills.
- Ability to work independently.
- Ability and willingness to follow instructions and school protocols.
- Ability to pay attention to details.

Requirements:

- Fingerprinting.
- Driver's license record check.
- First Aid/CPR certificate or ability to complete training within 60 days of hire.