

INSTRUCTIONAL AIDE

Job Goal: To provide students with a safe and healthy environment in which they are able to learn, develop, and excel.

The individual in the position of Instructional Aide reports to the supervising teacher and the building principal.

Performance Responsibilities:

- Assists teacher with all instructional and non-instructional classroom duties as required. The instructional aide will also perform any other related duties as assigned by the Teacher, Principal, or Superintendent.
- Works with individual or small groups of students to reinforce learning of material or skills, guiding independent study, enrichment work, & remedial work introduced by the teacher
- Assists the teacher in devising special strategies for reinforcing materials or skills based on an understanding of individual students, their needs, interests, and abilities.
- Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher. On occasion substitute teachers may not always be available, upon the Principals discretion, the class may then become the instructional aides responsibility.
- Participates in in-service training programs.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of certified personnel.
- All Instructional Aides shall adhere to NM State Laws, NMPED Rules and Requirements, EPS School Board Polices, EPS Employee Handbook Polices, and building rules.